

CHESTERFIELD COUNTY: At a regular meeting of the Board of Supervisors, held in the Public Meeting Room at the Chesterfield Administration Building on April 13, 2005 at 3:30 p.m.

On motion of Mrs. Humphrey, seconded by Mr. Warren, the Board adopted the following resolution:

WHEREAS, there exist dangers of many types including man-made disasters, natural disasters and possible hostile actions of an unknown enemy; and

WHEREAS, the safety and protection of the citizens and property are the foremost concern to the Board of Supervisors of Chesterfield County; and

WHEREAS, the revision of the Emergency Operations Plan will bring Chesterfield County compliant with the National Incident Management System, also known as NIMS; and

WHEREAS, the Board of Supervisors desires and the Commonwealth of Virginia and federal government require the adoption of appropriate planned protection measures.

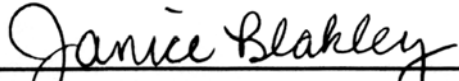
NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Chesterfield this 13th day of April 2005 that it hereby adopts the Chesterfield County Emergency Operations Plan with annexes as written as the necessary basic plan for county emergency management.

Ayes: Barber, King, Humphrey and Warren.

Nays: None.

Absent: Miller.

Certified by:


Janice Blakley, Deputy Clerk
to the Board of Supervisors

CHESTERFIELD COUNTY EMERGENCY OPERATIONS PLAN

**Basic Plan, Part I
Hazard Specific Annexes, Part II
Disaster Recovery Plan, Part III
Emergency Management Operating Instructions, Part IV**

**County of
Chesterfield, Virginia**

**December, 1986
Revised December 2004**

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**CHESTERFIELD EMERGENCY PLANNING COMMITTEE
MEMBERS
Chesterfield County, Virginia**

1. Sam Nixon, Delegate
2. James E. Graham, Battalion Chief, Chesterfield Fire and EMS
3. Lynda F. Price, Emergency Management Coordinator, Chesterfield
4. J.C. Phillips, Rescue Squads
5. D. W. Holland, 1st Sergeant, Virginia State Police
6. Jon Donnelly, ODEMSA
7. Sue Toth-Mattox, Virginia Department of Transportation
8. Dennis Lacey, Chesterfield Security Management
9. Eddie Berry, Chesterfield Fire and EMS
10. Mike Barnett, E. I. DuPont
11. Tom Doland, Community Group
12. Earl Little, Community Group
13. David Zimmerman, Philip Morris
13. Paul Clements, Virginia Power
14. Gordie Slifer, Fort Lee

EOP DISTRIBUTION LIST

000	Emergency Management
001	Lane B. Ramsey - County Administration
002	Paul W. Mauger – Fire Chief
004	Colonel Baker - Police
005	Sheriff Williams - Sheriff
006	Lynda Price - Emergency Management
007	Jay Stegmaier - Administration
008	Pete Stith - Administration
009	Brad Hammer - Administration
010	Steve Micas - County Attorney
011	TSU - Fire
012	EMS - Fire
014	Robert Eanes – Environmental & Security Management
015	Alternate Communications
016	Training - Fire
017	Paul Clements - CEPC
018	Curt Nellis, Emergency Management
020	Jon Donnelly – CEPC
021	Henrico County
022	Richmond City
023	Hanover County
024	Hopewell City
025	Charles Dane - Airport
026	Karla Gerner - Human Resource Management
027	Don Kappel - Public Affairs
028	Rebecca Dickson - Budget and Management
029	Dr. Nelson - Health Department
030	Mike Likins - Extension Services
031	William Dupler - Building Inspection
032	Fran Pitaro - General Services
033	Dr. Canaday - School Board
034	Craig Bryant - Utilities
035	Sara Snead - Social Services
036	Assessors Office
037	Mike Golden - Parks and Recreation
039	Rick Parks - IST
040	Jacob Mast - Nursing Home
041	Richard McElfish - Engineering
042	Emergency Communications
043	Company 1
044	Company 2
045	Company 3
046	Company 4

047	Company 5
048	Company 6
049	Company 7
050	Company 8
051	Company 9
052	Company 10
053	Company 11
054	Company 12
055	Company 13
056	Company 14
057	Company 15
058	Company 16
059	Company 17
058	Bensley-Bermuda Rescue Squad
059	Ettrick-Matoaca Rescue Squad
060	Manchester Rescue Squad
061	Forest View Rescue Squad
063	Jim Graham - CEPC
066	Police
067	Police
068	Police
069	Police
071	Dennis Lacey - CEPC
072	Earl Little - CEPC
074	JC Phillips - CEPC
078	Central Library Library
079	Bon Air Branch Library
080	Chester Branch Library
081	Clover Hill Library
082	Enon Branch Library
083	Ettrick-Matoaca Library
084	LaPrade Branch Library
085	Meadowdale Branch Library
086	Midlothian Branch Library
087	Senior Battalion Chief – Northern End District
088	Senior Battalion Chief – Southern End District
089	Senior Battalion Chief – Central District
090	Police
091	Police
092	Company 18
093	Company 19
094	Company 20
095	Scott Cooper - Fire

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

INSTRUCTIONS

Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low	- 1
	- 2
Medium	- 3
	- 4
High	- 5

The criteria for each hazard is assigned one of the five ratings above and then totaled to determine a "score". All listed situations refer to major disasters causing loss of life, human suffering, and property damage. Day-to-day emergencies, or accidents, that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is "low"; once in 25 years - "medium"; and two or more times - "high".
2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less "vulnerable" than more heavily populated urbanized ones.
3. The MAXIMUM THREAT is the greatest destruction that could occur for the disaster under study. For example, with a nuclear attack, jurisdictions within a high-risk, or target, area receive a "high" rating; those within 30-40 miles - "medium"; and other, more remote jurisdictions - "low".
4. The PROBABILITY of a disaster is subjective judgment to be made primarily by local officials. The following guide may be used:
 - a. Chances per year greater than 1 in 10 - "high"
 - b. Chances per year between 1 in 10 and 1 in 100 - "medium"
 - c. Chances per year less than 1 in 100 - "low"

**HAZARDS ANALYSIS SUMMARY TABLE/SCORE
CHESTERFIELD COUNTY**

	<u>HISTORY</u>		<u>MAXIMUM VULNERABILITY</u>		<u>THREAT</u>		<u>PROBABILITY</u>		<u>SCORE</u>
Hazardous Materials	5	+	5	+	3	+	4	=	17
Hurricane/Tropical Storms	4	+	4	+	5	+	3	=	16
Electric Power Outage	5	+	4	+	2	+	5	=	16
Windstorm/Tornado/ Severe Thunderstorm	5	+	3	+	3	+	4	=	15
Drought	4	+	4	+	3	+	3	=	14
Highway Accident	4	+	3	+	2	+	5	=	14
Winter Storm	4	+	3	+	3	+	4	=	14
Air Pollution	3	+	4	+	3	+	3	=	13
Pipeline Accident	3	+	4	+	3	+	3	=	13
Railroad Derailment	1	+	5	+	4	+	2	=	12
Nuclear Attack	1	+	5	+	5	+	1	=	12
Water Supply Shortage Contamination	3	+	3	+	3	+	2	=	11
Weapons Mass Destruction/Terrorism	1	+	4	+	4	+	2	=	11
Flash Flood	3	+	2	+	2	+	4	=	11
Flood, Major	3	+	3	+	3	+	2	=	11
Fuel Shortage, Major	3	+	3	+	3	+	2	=	11
Airplane Crash	4	+	3	+	2	+	1	=	10
Fire/Explosion	1	+	3	+	3	+	3	=	10
Earthquake	1	+	2	+	4	+	1	=	8
Dam Failure	1	+	2	+	3	+	1	=	7
Nuclear Power Plant Accident	1	+	3	+	2	+	1	=	7
Civil Disturbance	2	+	2	+	1	+	1	=	6
Structural Collapse	1	+	2	+	1	+	1	=	5

Total

264

PREFACE

The County of Chesterfield Emergency Operations Plan consists of a Basic Plan, a Peacetime Disaster Plan, Hazard Specific Annex, Disaster Recovery Plan and Emergency Management Operating Instructions.

The Basic Plan describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations which are either part of, or will serve in support of, local government in time of emergency. The Basic Plan includes an official resolution which is adopted by the Board of Supervisors and thus becomes the organizational and legal basis for emergency operations for a disaster.

The Peacetime Disaster Plan (Part I) covers all natural disasters and man-made disasters excluding nuclear war. It provides a basis for the development of programs and procedures to save lives and minimize disaster damage during, and to expedite recovery operations after, such a disaster.

The Hazard Specific Plan Annex includes the Hazardous Materials Emergency Plan and the Terrorism Annex. The Hazardous Materials Emergency Plan Annex was developed by the Chesterfield County Local Emergency Planning Committee according to the Superfund Amendment and Reauthorization Act of 1986. This annex provides for emergency planning response, mitigation and recovery specifically for hazardous materials in fixed facilities and transportation incidents in Chesterfield County. Because of the unique nature of hazardous materials incidents, they have been addressed in this annex.

The Disaster Recovery Plan Annex was developed by a Chesterfield County Project Action Team. This annex provides the short and long term recovery from disasters.

BASIC PLAN

I. PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the County of Chesterfield in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources. Supporting plans Part I: Peacetime Disasters, Part II: Hazards Specific Annexes and Part III: Recovery Plan Annex set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population, and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the County of Chesterfield are hazardous materials incidents, transportation, hurricanes, windstorms and tornadoes, power outages pipeline accidents winter weather, flooding and airplane crashes.
- C. The government of the County of Chesterfield is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Services and Disaster Law of 1973, as amended, requires that each city and county prepare, and keep current, an emergency operations plan. The Board of Supervisors officially adopts this plan every four years.
- E. In the event a disaster occurs which exceeds the capabilities of the local emergency services organization, outside assistance would be available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations. Further assistance would be available on request from the State and Federal governments when local resources are fully committed and the disaster exceeds the response capabilities of the local government.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In the County of Chesterfield, the following organizations respond to normal day-to-day emergencies:

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1. Office of Emergency Management
 2. Fire and EMS
 3. Police Department
 4. Volunteer Rescue Squads
 5. Local/Regional Hospitals
 6. Department of Utilities
 7. Environmental Engineering.
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:
1. County Administrator's Office
 2. County School System
 3. County Social Services
 4. County General Services
 5. County Health Department
 6. County Libraries
 7. County Attorney's Office
 8. Other County Departments as required
 9. Quasi-Public Relief Organizations
 10. Volunteer Organizations Active in Disasters (VOAD)
 11. Virginia Cooperative Extension (Extension Services)
 12. County Mental Health Department
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned responsibilities for emergency operations in the County of Chesterfield.
1. Director of Emergency Management and/or the Coordinator of Emergency Management.

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- a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Damage assessment
 - f. Coordination of disaster assistance and recovery
 - g. Coordination of the services of quasi-public and volunteer relief organizations.
2. Office of Emergency Management:
- a. Emergency Operations Center staffing and function
 - b. Receipt and dissemination of warning
 - c. Disaster analysis
 - d. Communications
 - e. Emergency public information
 - f. Coordination of military and other outside assistance
 - g. Coordination of emergency control and use of resources
 - h. Coordination of damage assessment with assistance from the Extension Agent
 - i. Coordination of recovery efforts to include liaison with state and federal recovery agencies.
 - j. Coordination of volunteers.
 - k. Coordination of non-essential county employees to augment existing personnel.
3. Fire Service:
- a. Contain or extinguish fires
 - b. Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include any situation involving fire or threat of fire (in cooperation with Rescue Squads)
 - c. Monitor Radiological Defense (RADEF) for personnel protection and for reporting

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- d. Contain hazardous materials situations
 - e. Assist in dissemination of warning
 - f. Assist rescue squads as needed.
4. Police Department:
- a. Maintenance of law and order (Police Department SOP)
 - b. Control of traffic, including evacuation
 - c. Protection of vital installations
 - d. Controlling access to the scene of disaster
 - e. Set up, control and coordinate search teams for lost or missing victims
 - f. Serve as primary warning point
 - g. Assist in identification of the dead in cooperation with the Health Department and State Medical Examiner's Office
 - h. Animal & pet control.
5. Utilities:
- a. Supply potable water
 - b. Operate the sewage disposal system
 - c. Assist with debris clearance
 - d. Assist in damage assessment
 - e. Coordinate Federal assistance for repair and restoration of damaged public facilities
 - f. Assist with restoring electrical power (manpower)
6. Rescue Squads:
- a. Remove victims from any situation in which injury or loss of life has occurred, or the potential for injury or loss of life exists, to include the administering of first aid and transporting of patients (in coordination with Fire Department)
 - b. Assist in evacuation of endangered areas
 - c. Assist in dissemination of warnings
 - d. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan and the state of Virginia Multi Casualty Incident Plan.

7. Department of Health:

Local Health Department:

- a. Staff and set up dispensing sites for mass vaccination or mass administration.
- b. Provide basic medical maintenance to persons in shelters
- c. Provide health advisories on such issues as water safety, food or animal borne illness, communicable disease
- d. Provide and use medical and health items for dispensing sites
- e. Insect and rodent control
- f. Epidemic control measures
- g. Inspect food, milk and water supplies
- h. Coordinate and control biological hazards
- i. Coordinate with area hospitals.
- j. Assist in monitoring potable water safety

Virginia Department of Health:

- k. Emergency mortuary and internment coordination (Office of the Chief Medical Examiner (OCME))
- l. Identify the dead in cooperation with local and State Police (OCME)
- m. Isolation/quarantine authority

8. Department of Social Services:

- a. Shelter management
- b. Supply emergency social services
- c. Assist with emergency lodging
- d. Assist with emergency feeding (in coordination with Superintendent of Schools).
- e. Assist with emergency clothing
- f. Manage emergency registration and inquiry
- g. Coordinate religious services.

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9. Superintendent of Schools:
 - a. Coordinate emergency transportation
 - b. Manage emergency manpower to augment other emergency services
 - c. Assist in providing emergency shelters for evacuees and other welfare services within capability.
 10. Building Inspector:
 - a. Assist in damage assessment of residential and commercial buildings
 - b. Control necessary demolition of residential and commercial buildings.
 11. Real Estate Assessor:

Coordinate with Building Inspection to assist in damage assessment of residential and commercial buildings.
 12. Virginia Cooperative Extension (Extension Service):

Assist in damage assessment of agriculture damage to include compilation, evaluation, consolidation, and forwarding of reports.
 13. Sheriff's Department:
 - a. Maintain and control jail facilities
 - b. Control and provide facilities for holding arrestees until proper processing can be accomplished
 - c. Assist Police Department as needed
 - d. Assist with road clearance
 - e. Assist in dissemination of warnings
 - f. Emergency Operations Center security.
 14. Department of Environmental Engineering:
 - a. Assist with providing information on evacuation routes, flood zones, and storm water management facilities.
 - b. Maintain the public storm sewers and other drainage facilities
 - c. Provide whatever assistance it can under the circumstances, particularly in the maintenance of drainage facilities
 - d. Provide drainage system locations

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- e. Assist in building and flooding damage assessment, including above and below ground drainage
 - f. Coordinate Federal assistance for repair and restoration of damaged public drainage facilities.
 - g. Assist with providing maps, as needed.
 - h. Provide mapping support.
15. Public Affairs:
- a. Coordinate emergency public information and news releases
 - b. Coordinate information releases to local and national media.
 - c. Coordinate with state agencies for media releases
16. Department of Planning and Zoning:
- Coordinate use of local dumps and land-use.
17. General Services:
- a. Assist in coordination of County building demolition
 - b. Operate salvage facility
 - c. Refuse disposal
 - d. Coordinate debris clearance
 - e. Assist in damage assessment of Courthouse and County complex buildings
 - f. Assist in restoring necessary County facilities to operating condition
 - g. Upkeep and maintenance of all government complex facilities
 - h. Maintain radio system
 - I. Airport management and direction.
18. Emergency Operation Center Response Team (EOC-RT):
- a. Perform duties as assigned by the Coordinator of Emergency Management, or his/her designee
 - b. Respond to the EOC or other designated area for logistical support.
19. Local/Regional Hospitals:

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- a. Provide emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities as required.
20. County Attorney:
- a. Provide emergency ordinances for use during a disaster
 - b. Provide assistance to Emergency Management for legal decisions.

IV. CONCEPT OF OPERATIONS

- A. The County Administrator is the Director of Emergency Management. With the support of key local officials and staff, he will direct and control emergency operations from the County Emergency Operations Center located at the Learning and Development Center, classrooms A and B, in the County Administration Building.
- B. Succession to the Director of Emergency Management will be:
 - 1. Coordinator of Emergency Management
 - 2. Fire Chief
 - 3. Chief of Police.
- C. The Coordinator of Emergency Management is responsible for: (1) developing and maintaining an emergency response capability, and, 2) recommending actions to mitigate the potential effects of the most likely disasters.
- D. A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed, or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property, or to provide assistance to the victims of a disaster. The EOP may be activated prior to an emergency being declared.
- E. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities. More specific conceptual and procedural guidance is contained in Part I: Peacetime Disaster Plan, in Part II: Hazard Specific Annexes, and in Part III: Recovery Plan Annex

V. AUTHORITIES

- A. Commonwealth of Virginia Emergency Services and Disaster Law of 1973, Title 44, Chapter 3.2, Sections 44-146.13 through 44-146.28, Code of Virginia, as amended.
- B. The Commonwealth of Virginia Emergency Operations Plan:

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1. Volume I, Basic Plan, July 1982.
 2. Volume II, Peacetime Disasters, July 1982.
 3. Volume III, Operational Survival Plan, War-Caused Disasters, January 1975, as amended.
 4. Volume IV, Emergency Management of Resources Plan, June 1979.
- C. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
 - D. The Federal Disaster Relief Act of 1974, Public Law 93-288.
 - E. Disaster and Preparedness Handbook for Local Government Officials, Virginia Department of Emergency Services, January 1984.
 - F. The Superfund Amendment and Reauthorization Act of 1986, Public Law.

PEACETIME DISASTER PLAN

I. PURPOSE

The purpose of this Peacetime Disaster Plan is to recommend actions to be taken, primarily by local government, to mitigate against, prepare for, respond to, and recover from, the harmful effects of a disaster or emergency situation.

II. SITUATION AND ASSUMPTIONS

- A. It is the responsibility of the Chesterfield County government to protect life and property from the effects of hazardous events to the best of its ability. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. The Federal government will provide assistance to the State, when appropriate.
- B. The Appomattox and James Rivers which flow through the county are subject to periodic flooding. There have been several severe floods in recent times, resulting in the flooding of homes and businesses in low-lying areas.
- C. Chesterfield County is a major manufacturing center, and, therefore, the potential for a hazardous substance or environment pollution incident is relatively high.
- D. Several major transportation routes, exist though the county that are used to transport nuclear and hazardous materials. The potential for transportation incidents involving nuclear or hazardous materials is the second highest in Virginia.
- E. Severe winter weather can limit travel and disrupt essential services for several days. Emergency assistance may be required, such as providing emergency transportation and the opening of an Evacuation Assembly Center to receive and care for displaced persons. There have been many severe winter storms in the past 25 years, each with a snowfall of at least 10 inches or serious ice conditions.
- F. The county relies on external sources of supply for certain resources, such as food and fuel, which are essential to the health, and welfare of its citizens and its economic well-being. A variety of circumstances (work stoppages, interruptions of transportation, natural shortages, production planning errors, etc.) could present a requirement for emergency management of available resources.

- G. Other potential emergency situations such as large fires, widespread power failures, and tornadoes which require a coordinated emergency response and related expenditures, may also exceed local day-to-day emergency response capabilities.

III. ORGANIZATION AND FUNCTIONS

- A. The Commonwealth of Virginia Emergency Management and Disaster law off 1973, as amended, provides the Emergency Management organizations and operations will be constructed around existing constitutional government. The County of Chesterfield organization for emergency operations consists of existing government departments and offices and private emergency response organizations, such as the volunteer rescues, squads, local and regional hospitals.
- B. The County Administrator is the Director of Management and will direct and control emergency operations. The Coordinator of Emergency Management develops the Emergency Operations Plan and maintains an emergency response capability. Other duties and assigned responsibilities for emergency operations will be in accordance with the Basic Emergency Operations Plan.
- C. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
- D. The Coordinator of Emergency Management will develop and maintain an Emergency Operations Center (EOC) in the basement of the Administration Building. Communications networks necessary for the control and coordination of emergency operations from the command post at the EOC will include a portable, cellular phone and 40 telephone jacks with telephones specific to the EOC. The alternative EOC will be located at room 502 of the Administrative Building. .
- E. The Coordinator of Emergency Management and the Director of Social Services will work to assure that necessary, appropriate and available disaster assistance, such as temporary housing and low-interest loans, is provided to disaster victims.

IV. CONCEPT OF OPERATIONS

- A. General
 - 1. The county must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the State or Federal government after a natural or man-made disaster.

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2. The Director of Emergency Management, with support from key local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially, or fully, manned depending on the kind of size of the disaster.
 3. Each department or agency assigned emergency tasks will prepare plans and emergency operating procedures for providing such personnel, materials, facilities, and services as are required to support this emergency operations plan.
 4. All reasonable attempts will be made to use any available warnings to prepare the population, property, and supplies from the effects of an impending emergency.
 5. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
 6. All appropriate locally available forces and resources will be fully committed before requesting assistance from the State. Requests for assistance will be made through the VDEM Regional Coordinator/State EOC to the State Coordinator.
 7. Declaration of a Local Emergency
 - a. The Board of Supervisors, by resolution, may declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering. A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the Director of Emergency Management or any member of the Board in the absence of the Director of Emergency Management may declare a local emergency to exist subject to confirmation of the entire Board within five days. The County Coordinator of Emergency Management will advise the State EOC/DEM Regional Coordinator immediately following the declaration of a local emergency.

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- b. The local resources are insufficient to cope with the effects of a disaster and the local director requests state assistance, the following procedures will apply. The local director, by internet or letter, to the State Coordinator of Emergency Management will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, State assistance is being requested, and, if appropriate, recommend the Governor declare a state of emergency. A copy of the resolution declaring a local emergency should accompany this communication.
 - 8. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required (see resource list).
 - 9. Accurate records of disaster-related expenditures will be maintained by department and agency heads. All disaster-related expenditures would be documented to provide a basis for reimbursement should Federal disaster assistance is needed.
 - 10. The State Emergency Operations Plan requires the submission of four reports by local government in time of emergency.
 - a. Initial Damage Assessment Report
 - b. Daily Situation Report
 - c. Report of Disaster-Related Expenditures
 - d. After-Action Report

Reference Functional Appendices 16 and 17.

- 11. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations.
- 12. Support by military units may be requested through the State EOC.

Military forces, when made available will support and assist local forces and may receive from the local Emergency Management Director, or his designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.
- 13. Department and agency heads will establish, and keep current, lists of succession of key emergency personnel (see Tab C to Functional Appendix 1 Direction and Control).

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14. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the County of Chesterfield to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements, or, in the absence of the official agreements, directed by the County Director of Emergency Management when he determines that such assistance is necessary and feasible.
 15. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens, or occurs in the County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended.
 - b. A state of emergency is declared by the Governor.
 16. The Coordinator of Emergency Management has overall responsibility for maintaining and updating this Plan. Responsible individuals and officials should recommend to the Coordinator of Emergency Management appropriate improvements and changes at any time.
 17. All County departments are responsible for collecting their expenses relating to the response and recovery from the disaster and relating the information to the Disaster Recovery Team. (See Recovery Plan)

B. Operations Periods.

1.. Normal Operations

Emergency Operations Plans and procedures will be developed and maintained. Training and test exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a peacetime disaster threatens, all agencies having responsibilities will take action as called for in their respective Functional appendix.

3. Emergency Operations

Full-scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The local EOC will direct and control all emergency operations. See Functional

Appendix 1. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

a. Mobilization Phase

Conditions worsen requiring full-scale mitigation and preparedness activities.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

V. AUTHORITIES AND REFERENCES

- A. Authorities are listed in the Basic Plan.
- B. Guide for Development of State and Local Emergency Operations Plan, Federal Emergency Management Agency (CPG 1-8, October 1985).
- C. Disaster Preparedness and Assistance Handbook, Virginia Office of Emergency Services, January 1984.
- D. Integrated Emergency Management System: State and Local Populations protection Planning, Federal Emergency Management Agency, July 1984.

VI. DEFINITIONS

- A. Natural Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- B. Man-Made – Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.

-
- C. Emergency – A sudden and unforeseeable occurrence or condition, either as to its onset or extent, of such disastrous severity or magnitude that governmental action beyond that authorized, or contemplated, by existing law is required, because governmental inaction for the period required to amend the law to meet the exigency would cause immediate and irrevocable harm upon the citizens of the Commonwealth, or some clearly defined portion thereof.
- D. Emergency Management – The preparation for and the carrying out of, functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural man-made, or war-caused disasters. These functions include fire fighting, police, medical and health, rescue, first aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety and welfare.
- E. Major Disaster – Any natural or man-made disaster in any part of the United States which, in the determination of the President of the United States, is, or thereafter determined to be, of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the Federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused by the disaster, and is so declared by him.
- F. State of Emergency – The conditions declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state, is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.
- G. Local Emergency – The conditions declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly, or substantially, out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused by a disaster.
- H. Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities goods, or services of any kind which bear a substantial relationship to the health, safety, welfare and economic well-being of the citizens of the Commonwealth.

-
- I. Emergency Operations Center (EOC) – Centrally located government or community building, equipped with communications and emergency power, of coordination of government services, volunteer organizations, and emergency public information.
 - J. Hazardous Materials – Any substance defined as a hazardous substance, material, chemical, or waste product by any federal law or regulation to include those substances which pose deleterious effects on the environment.
 - K. Severe Weather “Watch” – Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g. Hurricanes Watch, Flash Flood Watch, Tornado Watch etc.)
 - L. Severe Weather “Warning” – Severe weather conditions which could cause serious property damage or loss of life have been observed or reported. For example, a Flash Flood Warning means heavy rains have occurred and low-lying areas are likely to be flooded.

FUNCTIONAL APPENDIX 1: DIRECTION AND CONTROL

MISSION

When there is no emergency, the mission of Emergency Management is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an emergency response capability.

In time of emergency, the mission of Emergency Management is to direct and coordinate emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and maintain liaison with the State EOC to the best of its ability.

ORGANIZATION

Emergency operations will be directed and controlled from the County EOC which is located at the County Administration Building, in the Learning and Development Center. The alternate EOC will be at the Eanes-Pittman Public Safety Training Center in classroom D and D1. Additional EOC's will be set up in any fire station as needed. The EOC staff will consist of the Coordinator of Emergency Management, Emergency Operations Center Response Team (EOC-RT), and key service department heads or their representatives. Support personnel, to assist with communications and logistics, are designated as the EOC-RT. See Emergency Management Operating Instruction (EMOI) #2. See Tabs A and B.

CONCEPT OF OPERATIONS

Reference the Peacetime Disaster Plan, Basic Plan and Concept of Operations, paragraph IV.

When an emergency threatens, any available time will be used to implement, to the extent possible, any applicable readiness measures listed in each Appendix to this Plan. The Coordinator of Emergency Management will work towards assuring that all actions are completed in a timely fashion.

The EOC support staff should include logistical support personnel as needed, based on the level of activation. See EMOI #1. They will support the decision-making groups. Procedures for these support operations are established and maintained for the EOC-Response Team.

EMERGENCY MANAGEMENT ACTIONS - DIRECTION AND CONTROL

The Emergency Management Coordinator, or his/her designee is responsible for and in command of the Emergency Disaster Operation.

1. Normal Operations

- a. Develop a hazard analysis to determine which potential disasters are most likely to occur, and which mitigation and preparedness actions are most needed.
- b. Develop and maintain an operational capability for emergency operations and include in the local Emergency Operations Plan.
 1. Assign duties and responsibilities to staff an EOC and implement emergency operations. Maintain roster of key personnel.
 2. Help assure that adequate facilities and resources are identified to conduct emergency operations at the local EOC and the local evacuation assembly center.
 3. Develop mutual support agreements with adjacent jurisdictions and relief organizations, such as the American Red Cross.
 4. Develop plans and procedures for providing timely information and guidance to the public in time of emergency.
 5. Test emergency operations plans and procedures with periodic exercises and drills. Revise plans and provide training as required.
- c. Assist the Disaster Recovery Team with accounting and record keeping for expenses incurred in all county departments during an emergency. Coordinate Federal Disaster Assistance Procedures (see Functional Appendix 17 and Recovery Annex).
- d. Define and encourage hazard mitigation activities which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
- e. Identify and maintain current lists of essential services and facilities, both public and private, which should continue to operate, and may require special protection before, during and after an emergency.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Update emergency operations plans and procedures, if necessary, and as time permits. Insure the operational capability of the EOC facility and alert on-duty personnel.
- b. Alert department representatives of the situation and request that appropriate mitigation and preparedness measures are taken.
- c. Implement record keeping of all incurred expenses, if applicable.
- d. Prepare to provide emergency information to the public (see Functional Appendix 2).

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Direct and coordinate emergency operations. Staff the EOC as required.
2. Brief the Board of Supervisors as appropriate.
3. Review actions of county departments already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities.
4. Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate.
5. Establish and maintain liaison with the state EOC and adjacent jurisdictions. Provide daily situation reports to the state EOC (see Tab E).
6. Continue to maintain records for all expenses incurred.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Direct and coordinate emergency operations.
2. Provide emergency information and protective action guidance to the public.
3. Declare a local emergency if the situation warrants.
4. Provide periodic situation reports and requests for assistance to the State EOC as the situation requires.
5. Maintain a record of expenses incurred during the disaster.
6. Complete an Initial Damage Assessment and provide to the State EOC. Reference Functional Appendix 16: Damage Assessment.

4. Recovery (See Recovery Plan Annex)

This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage.

- a. Assist with restoration of essential facilities and services. See the Recovery Plan Annex.

-
- b. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate. See Functional Appendix 17.
 - c. Continue to maintain a record of disaster-related expenditures.
 - d. Transition to the Recovery Operations Plan.

SUCCESSION OF AUTHORITY

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization, or service function, is listed below, by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Director of Emergency Management 2. Deputy Director of Emergency Management 3. Emergency Management Coordinator 4. Chief of Police
County Administration	<ol style="list-style-type: none"> 1. County Administrator 2. Deputy Administrator, Human Services 3. Deputy Administrator, Community Development 4. Deputy Administrator, Management Services
Public Affairs	<ol style="list-style-type: none"> 1. Director 2. Assistant Director 3. Public Affairs Officer 1 4. Public Affairs Officer 2
Police Department	<ol style="list-style-type: none"> 1. Chief of Police 2. Deputy Chief 3. Uniformed Operations Bureau Commander 4. Investigations Bureau Commander
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Deputy Fire Chief (by Seniority) 3. Deputy Fire Chief (by Seniority) 4. Second Deputy Fire Chief
Sheriff	<ol style="list-style-type: none"> 1. Sheriff 2. Chief Deputy 3. Major of Courts 4. Major of Jail 5. Captain of Jail
Risk Management	<ol style="list-style-type: none"> 1. Director 2. Assistant Director 3. Loss Prevention Manager
Budget and Management	<ol style="list-style-type: none"> 1. Finance Manager 2. Budget Manager 3. Lead, Budget & Management Analyst

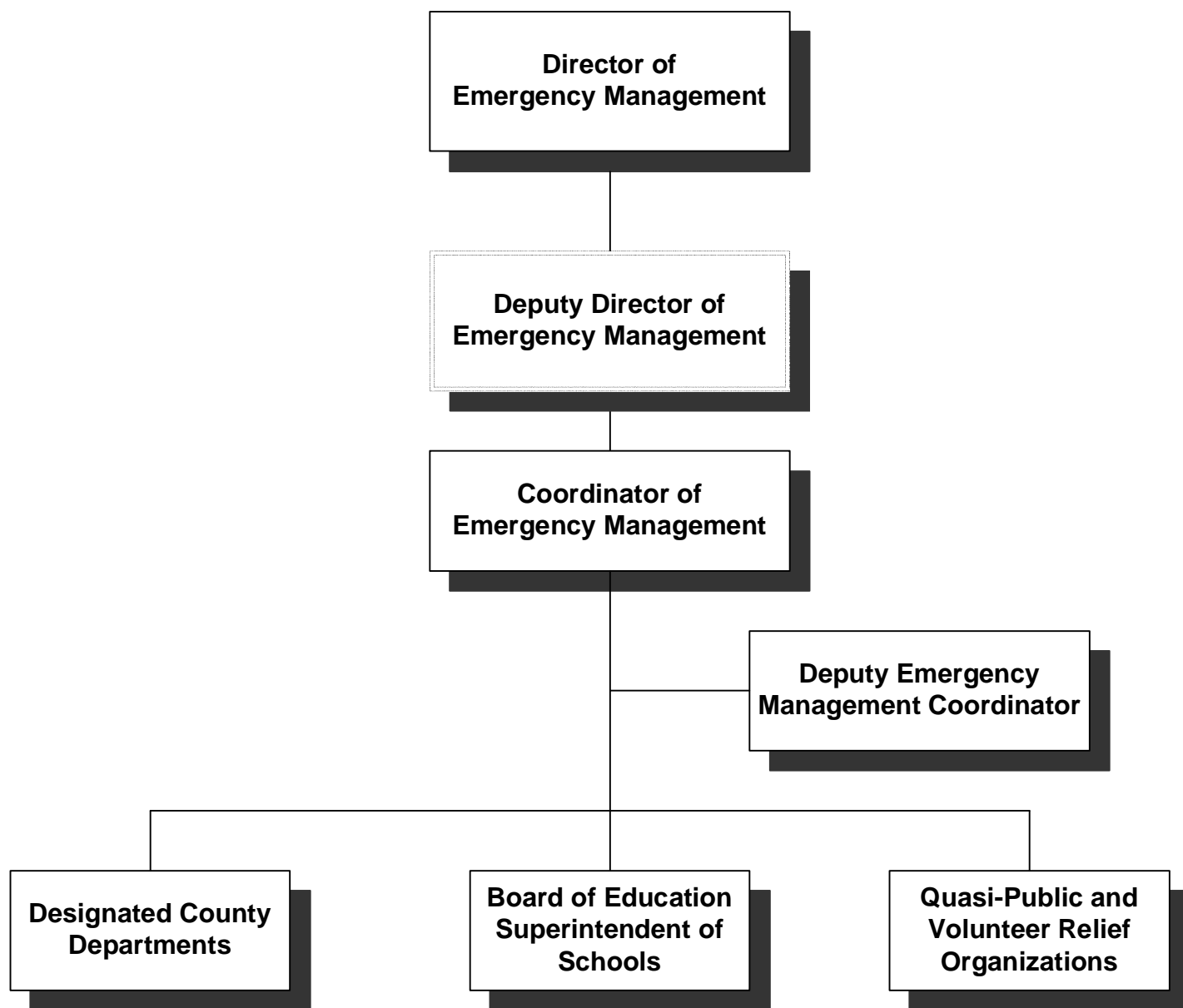
School System	1. Superintendent
	2. Deputy Superintendent
	3. Director of Administration and Support
Utilities	1. Director
	2. Assistant Director, Operations & Maintenance
	3. Engineering Supervisor, Technical Support
	5. Assistant Director, Engineering & Development
	6. Assistant Director, Finance & Administration
Health Department	1. Director
	2. Director of Nursing
	3. Business Manager
	4. Environmental Manager
	5. Nursing Supervisor
Social Services	1. Director
	2. Assistant Director of Social Work
	3. Asst. Director for Social Svcs. Administration/Finance
	4. Asst. Director for Benefit Programs
	5. Supervisors
General Services	1. Director
	2. Deputy Director
	3. Construction Manager
	4. Fleet Manager
Environmental Engineering	1. Director
	2. Chief of Administrative Services
	3. Drainage Superintendent
	4. Engineering Supervisor
Victim/Witness Program	1. Director
	2. Assistant Director
	3. Assistant Director
	4. Assistant Director (JDR)
	5. Assistant Director (JDR)
	6. Sr. Accounting Tech
	7. Program Assistant
Human Resource Management	1. Director
	2. Assistant Director
	3. Assistant Director
	4. Administrative Manager
Economic Development	1. Director
	2. Assistant Director
	3. Project Manager, Research & Technology
	4. Project Manager
	5. Project Manager
Human Resources	1. Director of Social Services
	2. Director of MH/MR/SA

	3. Director of Parks & Recreation
	4. Interagency Services Administrator
	5. Loss Prevention Manager
Building Inspection	1. Building Official
	2. Assistant Building Official
	3. Chief of Inspections
	4. Commercial Inspections Supervisors
Community Corrections Svcs.	1. Program Director
	2. Sr. Probation Officer General District Court
	3. Criminal Justice Planner
	4. Day Recording Center Coordinator
	5. Sr. Probation Officer J&DR Court
Real Estate Assessments	1. Director
	2. Assistant Director
	3. Commercial Appraisal Supervisor
Information Services Technology	1. Director
	2. Assistant Director
	3. Application Services Manager
	4. Web Services Manager
	5. Production Services Manager
Commissioner of Revenue	1. Commissioner of Revenue
	2. Chief Deputy Commissioner
	3. Deputy Commissioner
	4. Deputy Commissioner, Personal Property
Intergovernmental Relations	1. Director
	2. Assistant County Administrator
Chfld Historical Society of Va.	1. Executive Director
	2. Assistant Director
	3. Administrative Assistant
	4. Museum Shop Manager
Planning	1. Director
	2. Assistant Director, Development Review
	3. Assistant Director, Plans & Information
	4. Assistant Director, Zoning & Special Projects
	5. Planning Administrator
Library	1. Director
	2. Assistant Director
	3. Library Services Supervisors
Transportation	1. Director
	2. Assistant Director
	3. Principal Engineer
Youth Services	1. Director
	2. Substance Abuse Prevention Specialist
MH/MR/SA	1. Director
	2. Assistant Director, Operations & Finance
	3. Assistant Director, Clinic & Prevention Services
	4. Assistant Director, Community Services

	5.	Chief of Program Evaluation
Parks & Recreation	1.	Director
	2.	Assistant Director – Parks
	3.	Assistant Director – Recreation
	4.	Chief of Financial Services
	5.	Chief of Parks
Accounting	1.	Director
	2.	Assistant Director (Payroll, A/P)
	3.	Assistant Director (General Accounting And Finance)
	4.	Accounting Manager
	5.	Financial Systems Manager
Juvenile Detention Home	1.	Director
	2.	Assistant Director
	3.	Program Manager
	4.	Administrative Secretary
	5.	Shift Coordinator
Internal Audit	1.	Director
	2.	Assistant Director
	3.	Assistant Director Schools
	4.	Senior EDP Auditor
Clerk to the BOS	1.	Clerk
	2.	Deputy Clerk
	3.	Assistant County Administrator
Circuit Court	1.	Clerk
	2.	Chief Deputy Clerk, Court Operations
	3.	Chief Deputy Clerk, Records & Administrative Ops.
	4.	Criminal Division Supervisor
Group Home	1.	Program Administrator
	2.	Assistant Program Administrator
Purchasing	1.	Director
	2.	Assistant Director
	3.	Senior Contract Administrator (2)
	4.	Senior Purchasing Officer
Commonwealth Attorney	1.	Commonwealth Attorney
	2.	Chief Deputy Commonwealth Attorney
	3.	Deputy Commonwealth Attorney
	4.	Deputy Commonwealth Attorney

Tab A to Functional Appendix I

Emergency Management Organization



Responsibilities Matrix P = Primary A = Assist		Director of Emergency Management Va. Dept. of Transportation Coordinator of Emergency Mgt. Police Department Fire & EMS Department Superintendent of Schools Social Services Department American Red Cross Health Department County Attorney Volunteer Rescue Squads State Police Local and Regional Hospitals Emergency Communication General Services News & Information Utilities												
Communications				A	A								P	
Damage Assessment			P											
Debris Removal		A											P	
Direction and Control	P		A							A				
Economic Stabilization	P									A				
Emergency Medical Transport					A						P			
Emergency Public Information	P		A											A
Evacuation				P	A						A	A		
Fire Response					P									
Haz-Mat Response		A			P									
Health Services								P					A	
Law Enforcement				P								A		
Lodging						P	A	A						
Mass Feeding						A	P	A						
Medical Services					A				A		A		P	
Mortuary Services				A					P		A		A	
Prehospital Care					P				A		A			
Radiological Incident Resp					P									
Resource and Supply	P		A											
Road Repair		P												
Search				P	A						A			
Shelter Operations						A	P	A						
Traffic Control		A		P								A		
Utilities Services														P
Warning and Alerting				P	A						A	A		
Welfare Services						P	A							

Tab B Functional Appendix 1

CHESTERFIELD COUNTY EMERGENCY OPERATIONS CENTER

Message #

MESSAGE FORM

Incident Name: _____ Incident #: _____

Caller's Name: _____ Date: _____

Caller's Phone #: _____ Time Received: _____

Location of Problem: _____

Message

Message Taker: _____ Agency: _____

Services Delivered

Name and Agency
Delivering Service: _____ Time Completed: _____

***** EOC-RT USE ONLY *****

Time Completed: _____ Cost: \$ _____

Date Completed: _____ Logged In: _____

LOCAL SITUATION REPORT

Submit as soon as possible after the initial emergency. Update daily after initial report

VDEM FAX NUMBER (804)674-2419

www.vdem.state.va.us

☐ CITY ☐ COUNTY ☐ TOWN (Only with Emergency Management separate from County)

(01) Political Subdivision:			
(02) Date/Time Report Prepared: (ex:01/01/00 2100)		Time	<input type="radio"/> Initial Report <input type="radio"/> Daily <input type="radio"/> Final
(03) Preparer:			
Call Back #:		(ex:804-555-1212)	
Fax #:		(Optional) (ex:804-674-2419)	
E-Mail:		(loginname@isprovider.com)	
(04) Emergency Type:			
(05) Local Emergency Declared:	<input type="radio"/> Yes <input type="radio"/> No	Date:	Time: (ex:01/01/00 2100)
(06) Local EOC:	<input type="radio"/> Opened <input type="radio"/> Closed	Date:	Time:
(07) Resources have been officially requested by State Wide Mutual Aid:	<input type="radio"/> Yes <input type="radio"/> No		
(08) Number of people in Impacted Area:		# Evacuated:	Evacuation:
(09) Shelters:	# Open	Current # of Shelterees:	
(10) Number of People:	Injured	Missing	Dead

DAMAGE ESTIMATES:

YOU MUST ALSO SUBMIT AN INITIAL DAMAGE ASSESSMENT REPORT TO VEOC WITHIN 72 HOURS OF EVENT

	Number Destroyed	Number w/ Major Damage
(11) Single Family Homes/Manufactured Homes:		
(12) Apartment Units:		
(13) Business/Industry:		
(14) Public Buildings:		

Political Subdivision: Date: Time:

	Number Destroyed	Number w/ Major Damage
(11) Single Family Homes/Manufactured Homes:	<input type="text"/>	<input type="text"/>
(12) Apartment Units:	<input type="text"/>	<input type="text"/>
(13) Business/Industry:	<input type="text"/>	<input type="text"/>
(14) Public Buildings:	<input type="text"/>	<input type="text"/>

EVENT IMPACT ON LOCAL RESPONSE

REQUESTS FOR ASSISTANCE: **CALL** VEOC AT (804)674-2400 **OR** 1-800-468-8892

MAJOR PROBLEMS: Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to the physical infrastructure. Indicate impact on following critical activities:

	Major Problems	Minor Problems	No Impact
(15) Sheltering Activities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(16) School Buildings:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(17) Food Supplies:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(18) Medical Facilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(19) Debris Clearance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(20) Public Safety Answering Point:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(21) Broadcast Media (TV, Radio):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(22) Commercial Telephone Service:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(23) Waste Water Treatment Systems:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(24) Water Supply Systems:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(25) Electrical Utilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(26) Gas Utilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(27) Airports:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(28) Road Networks:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(29) Law Enforcement Services:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(30) Firefighting Services:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FUNCTIONAL APPENDIX 2: EMERGENCY PUBLIC INFORMATION

MISSION

To keep the public informed about the threatened or actual emergency situation: to provide protective action guidance as appropriate to help save lives and protect property, and to provide information on health, safety, welfare, ~~and~~ relocation and recovery in the event of an actual emergency.

ORGANIZATION

The dissemination of emergency public information will be directed and controlled by the Director of Public Affairs or his representative, in coordination with the Emergency Management Coordinator. The Public Information Officer is the EOC spokesperson who will work jointly with, and have official access to, local radio stations, television stations, newspapers, and other media outlets.

The following officials and organizations are responsible:

County Administrator
Coordinator of Emergency Management
Director of Public Affairs

CONCEPT OF OPERATIONS

The state-level emergency public information will be disseminated by the Virginia Department of Emergency Management (VDEM). The State EOC has the primary responsibility of keeping the public informed when the emergency effects a widespread area. This will supplement information provided by the National Weather Service. Participating radio stations in the Chesterfield area are WRVA, Richmond, VA and WSSV, Petersburg, VA. Whenever there is a public "need to know," the Public Affairs representative in the EOC should also access these local stations to advise the public concerning locally unique emergency public information.

The Public Affairs representative in the EOC will, to the extent possible, monitor local news media to ensure that confusing or conflicting information is not disseminated to the public.

Area media should be requested to publish information periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency. Reference Functional Appendix 16: Hazard Mitigation.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY PUBLIC INFORMATION**1. Normal Operations**

- a. Establish a working arrangement between the Chesterfield EOC and local radio stations, television stations, cable stations, newspapers and other media.
- b. Encourage local newspapers to publish general information periodically about those specific hazards that are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective action.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Monitor national and state level news coverage of the situation.
- b. Prepare locally unique, supplementary public information news releases and keeps them updated to reflect the current emergency situation.
- c. Evaluate the situation. Consider putting out news releases when there is a public "need to know". The content should be coordinated with adjacent jurisdictions and the State EOC.
- d. Utilize local answer line and advise the public of the availability.
- e. Bring in trained information specialists to assist as needed.

3. Emergency Operations**a. Mobilization Phase**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. After coordination with the State EOC, begin to disseminate emergency public information via news releases to the local news media, maintaining contact with the emergency site.
2. If necessary, designate a phone number and personnel to handle citizen inquiries and advise the public of the number.
3. Maintain a record of all expenses throughout the emergency.

- b. Response Phase - Disaster strikes. An emergency response is required to protect lives and property.

-
1. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
 2. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

- a. Continue to keep the public informed about local recovery operations.
- b. Assist the Health Department and others in disseminating public health notices, or other pertinent information if necessary.

 Tab A to Functional Appendix 2
EMERGENCY PUBLIC INFORMATION RESOURCES**I. Radio Stations**

WRNL-AM	Richmond	Emergency Generator	756-6400
WRXL-FM	Richmond	Emergency Generator	756-6400
WRVA-AM	Richmond	Emergency Generator	780-3400
WHAP-AM	Hopewell	No Generator	458-8518
WRVQ-FM	Richmond	Emergency Generator	649-9151
WXGI-AM	Richmond	No Generator	233-7666
WTVR-AM-FM	Richmond	No Generator	355-3217
WDYL-FM	Richmond	No Generator	748-6161
WKHK (95FM)	Richmond	Emergency Generator	330-5700
WCDX (92.7FM)	Richmond	Emergency Generator	730-2600
WPLZ (99.3FM)	Petersburg	No Generator	672-9300

II. TV Stations

WTVR-TV-6	Richmond	Emergency Generator	254-3600
WRIC-TV-8	Richmond	No Generator	330-8888
WWBT-TV-12	Richmond	No Generator	230-1212
WCVE-ECV-23	Richmond	Emergency Generator	320-1301
WRLH-TV-35	Richmond	No Generator	358-3535
COMCAST Cable	Chesterfield	No Generator	748-6206
Tele-Media	Cable Petersburg	No Generator	732-5522

III. Newspapers

Richmond Times Dispatch-Richmond	Emergency Generator	649-6000
Progress Index-Petersburg	No Generator	732-3456

FUNCTIONAL APPENDIX 3: LAW ENFORCEMENT AND TRAFFIC CONTROL

MISSION

Establish policies and procedures for the provision of public warning, assist in traffic control, crime prevention and assist in security for vital facilities, supplies, and evacuated areas. Assist in communications for the direction and control of Emergency Operations.

ORGANIZATION

Law enforcement, communications and warning, search operations and traffic control are the responsibility of the Chesterfield Police Department.

The following organizations will assist with this responsibility:

Chesterfield County Police Auxiliary
Chesterfield Sheriff's Department
State Police

The Police Department is also responsible for effecting the evacuation of threatened areas as directed by the EOC. See Functional Appendix 7.

CONCEPT OF OPERATIONS

Procedures shall be developed for each of the following: the dissemination of warning to threatened areas, radio communications, security of essential facilities, and traffic control.

EMERGENCY MANAGEMENT ACTIONS - LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide law enforcement, warning and communications, and traffic control in time of emergency.

- a. Develop procedures for warning.
- b. Identify essential facilities and develop procedures to provide for their security in time of emergency.
- c. Assign emergency duties and provide training, as appropriate.

-
- d. Review and update plans and procedures, if necessary, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Designate and notify select off-duty personnel as reserve force.
- c. Monitor the situation and be prepared to mobilize, if required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- 1. Alert all personnel.
- 2. When directed, implement evacuation procedures for threatened area (see Functional Appendix 7).
- 3. Provide traffic control and security, as required.

b. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

- 1. Work toward maintaining essential communications.
- 2. Provide traffic control and security, as required. Restrict access to evacuated areas. Provide for the security of essential facilities.
- 3. Conduct search operations, as required.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide traffic control and security, as required.
- b. Assist with identification of the dead, if required.
- c. Compile disaster-related expense records for law enforcement functions.

Tab A to Functional Appendix 3

LAW ENFORCEMENT RESOURCES

- I. Sworn Personnel (Total Sworn Positions: 466)
- A. 1 Chief of Police
 - B. 2 Deputy Chiefs (Lieutenant Colonel)
 - C. 4 Majors
 - D. 9 Captains
 - E. 15 Lieutenants
 - F. 51 Sergeants
 - G. 309 Patrol Officers
 - (1) 174 Officers
 - (2) 58 Senior Officers
 - (3) 57 Master Officers
 - (4) 20 Career Officers
 - H. 70 Detectives
 - (1) 3 Detectives
 - (2) 17 Senior Detectives
 - (3) 30 Master Detectives
 - (4) 20 Career Detectives
 - I. 1 Police Property Supervisor
- II. Civilian Personnel (Full-time) (Total Civilian Positions: 102)
- A. 1 Automation Coordinator
 - B. 3 Automation Analysts
 - C. 2 Automation Specialists
 - D. 1 Accountant
 - C. 3 Administrative Analyst
 - D. 5 Administrative Secretaries
 - E. 13 Animal Control Personnel
 - (1) 1 Animal Shelter Manager
 - (2) 1 Animal Control Supervisor
 - (3) 1 Assistant Animal Control Supervisor
 - (4) 7 Animal Control officers
 - (5) 1 Customer Service Rep
 - (6) 1 Senior Office Assistant
 - (7) 1 Veterinarian Technician Supervisor
 - F. 1 Chief of Administrative Services
 - G. 1 Child Safety Coordinator
 - H. 1 Child Safety Assistant Coordinator
 - I. 1 Crime Analyst
 - J. 1 Narcotics Analyst
 - K. 1 Planning & Information Services Manager

-
- L. 2 Police Aides
 - M. 1 Police Analysts Coordinator
 - N. 3 Police Intelligence Analysts
 - O. 30 Police Records Personnel
 - (1) 9 Booking Technicians
 - (2) 2 Customer Service Reps
 - (3) 1 Administrator
 - (4) 3 Supervisors
 - (5) 15 Record Specialists
 - P. 7 Secretaries
 - Q. 2 Senior Office Assistants
 - R. 11 Forensic Specialists (civilians)
 - (1) 5 Technicians
 - (2) 5 Crime Scene Specialists
 - (3) 1 AFIS Technician
 - Q. 1 Police Planner
 - R. Human Resources Personnel
 - (1) 1 Human Resources Coordinator
 - (2) 2 Human Resource Analysts
 - (3) 1 Police Recruiter
 - (4) 1 Senior Human Resource Technician
 - S. Senior Automation Analyst
 - T. Senior Accounting Technician
 - U. Training Specialist

III. Part-time Personnel (Total Part-time Positions: 47)

- A. 1 Animal Shelter Manager
- B. 1 Automation Specialist
- C. 2 Booking Technicians
- D. 10 Child Safety Officers
- E. 1 Kennelmaster
- F. 1 Police Aide
- G. 2 Intelligence Analysts
- H. 8 Police Officers
- I. 4 Record Specialists
- J. 1 Quality Assurance Coordinator
- K. 10 School Crossing Guards
- L. 2 Secretaries
- M. 4 Senior Office Assistants

Total number of authorized positions: 615 (568 full-time, plus 47 part-time)

II. Equipment

Vehicles: 598

Radio Frequency: 860.2125

Alternate Frequencies: 859.2125
858.2125
857.2125
856.2125
860.3175
859.3175
858.3175
857.3175
856.3175

III. Facilities

A. Headquarters:

Phone No. (804) 748-1251

Chesterfield Police Department
10031 Ironbridge Road
Chesterfield, Virginia 23832

B. North District Police Station

Phone No. (804) 272-4207

Midlothian Police Station
20 N. Providence Road
Richmond, VA. 23225

C. South District Station

Phone No. (804) 778-4550

Chester Police Station
2920 West Hundred Road
Chester, Virginia 23831

D. Emergency Communications:

Eanes-Pittman Public Safety Center
6610 Public Safety Way
Chesterfield, Virginia 23832

C. Detention Facility:

Operated by Sheriff's Department

Chesterfield County Jail
Courthouse Road Extension
Chesterfield, Virginia 23832

Tab B to Functional Appendix 3
SHERIFF'S OFFICE RESOURCES

I. Personnel

- A. 1 Sheriff
- B. 1 Undersheriff
- C. 1 Major/Jail Administrator
- D. 3 Majors
- E. 3 Captains
- F. 1 Chief of Administrative Services
- G. 1 Deputy Chief of Administrative Services
- H. 1 Jail Medical Director/Physician
- I. 11 Lieutenants
- J. 22 Sergeants
- K. 177 Deputies (156 FT, 21 PT)
- L. 1 Jury Officer (Deputy)
- M. 6 Classification Officers
- N. 7 Correctional Health Assistants (6 FT, 1 PT)
- O. 1 Security Systems Coordinator
- P. 1 Investigator
- Q. 1 Senior Automation/LIDS Technician
- R. 1 Senior Accounting Clerk
- S. 1 Principal Account Clerk (PT)
- T. 2 Senior Office Assistants
- U. 1 Correctional Facility Maintenance Supervisor
- V. 3 Administrative Secretaries
- W. 1 Secretary (PT)
- X. 1 Records Specialist
- Y. 1 Logistics Technician (PT)
- Z. 1 Court Services/Fingerprint Technician
- AA. 1 Automation/Civil Process Technician

Total Number of Positions:	255
Total Number of Full Time Positions:	227
Total Number of Part Time Positions:	28
Total Number of Sworn Positions:	227

II. Equipment

-
- A. Vehicles: Total 52
- 11 - vehicles equipped for prisoner transport:
 - 8 - caged sedans (3 prisoners in the back)
 - 1 - caged van equipped for male/female/juvenile transport (total capacity 10 prisoners)
 - 2 passenger vans equipped with partitioned driver's seat (total capacity each van 15 prisoners)
 - 5 Trucks, Pickup (Marked), 1 Ton, Crew Cab, 6 Passenger
 - 2 2 wheel drive
 - 3 4 wheel drive
 - 2 Sports Utility Vehicles (SUVs) 4 wheel drive
 - 1 Cargo Van to haul equipment/supplies (Academy)
 - 1 6 Passenger All Wheel Drive van to transport individuals (Community Services)
 - Buses (Capacity 44 prisoners and drivers available from the Department of Corrections per Memorandum of Understanding May 8, 2002)

B. Radio Frequencies:

National Public Safety Planning & Advisory Committee

These frequencies are to be used, open to any jurisdiction, for mutual aid according to the rules and guidelines of the Region 42 Committee for Virginia.

Calling Channel	821.0125 MHZ	PL code 156.7 Hz
Tac 1	821.5125 MHZ	"
Tac 2	822.0125 MHZ	"
Tac 3	822.5125 MHZ	"
Tac 4	823.0125 MHZ	"

The Chesterfield County Sheriff's Office utilizes the following talk groups on the county's radio system:

ZONE 10

Tac 1	CSO dispatch
Tac 2	Tactical
Tac 3	Correctional Facility
Tac 4	Circuit Court/General District Court
Tac 5	Juvenile and Domestic Relations Court
Tac 6	SORT
Tac 7	CSO Administration
Tac 8	Internal Affairs

C. Video Pretrial/Conferencing Equipment:

Between local area network (LAN) locations and off-campus via Integrated Switch Digital Network (ISDN)

28 Polycom Model 512 Video Conferencing Units

III. Facilities

A. Headquarters:

Main Courts Building
9500 Courthouse Road
Chesterfield, Virginia 23832
Telephone: (804) 748-1261

B. Detention Facilities:

Main Jail (Chesterfield County)
6900 Mims Drive
Chesterfield, Virginia 23832
Telephone: (804) 748-1276
Total Rated Capacity 250

Riverside Regional Jail (Prince George County)
1000 River Road
Hopewell, Virginia 23860
Telephone: (804) 524-6600
Total Rated Capacity 860

C. Temporary Holding Facilities:

Main Courts Building
9500 Courthouse Road
Chesterfield, Virginia 23832
Telephone: (804) 751-4721
Total Capacity 156

Ground floor: 2 tanks - 30 prisoners each
 4 cells - 3 prisoners each
First floor: 6 cells - 11 prisoners each
Second floor: 6 cells - 3 prisoners each

Juvenile & Domestic Relations District Court Building
7000 Lucy Corr Boulevard
Chesterfield, Virginia 23832

Telephone: (804) 751-4124

Total Capacity 76

First floor: 4 cells - 3 prisoners each

4 cells - 7 prisoners each

Second floor: 12 cells - 3 prisoners each

FUNCTIONAL APPENDIX 4: ANIMAL PROTECTION PLAN

MISSION

To provide guidelines for the emergency handling of all types of animal problems that occur because of a disaster inherent with animal ownership, as well as with unowned or wild animals.

ORGANIZATION

The Police Department will have the responsibility for the control of animal related problems in any emergency. The Police Department will be assisted by the Fire Department, Emergency Medical Services (EMS) agencies, the Health Department, Humane Society and animal rescue groups.

CONCEPT OF OPERATIONS

Procedures shall be developed to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal; identification and reuniting pets with their owners; and protection of citizens from any dangers (illness or injuries) posed by domestic pets and/or wild animals during and after a disaster.

EMERGENCY MANAGEMENT ACTIONS - ANIMAL PROTECTION

1. Normal Operations

Develop and maintain plans to provide animal care and control in time of emergencies.

- a. Develop procedures for public information and education on animal disaster preparedness.
- b. Identify essential facilities and develop procedures to provide for their security in time of emergency.
- c. Assign emergency duties and provide training, as appropriate.
- d. Review and update plans and procedures, if necessary, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and be prepared to mobilize, if required.
- c. Request stand-by of volunteers.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Alert all personnel.
- b. Activate resources as needed.
- c. Activate Animal Care Units.
- d. Implement evacuation.

4. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

- a. Search, rescue and transport animals to shelters.
- b. Receive and care for animals.
- c. Identify, control and, if necessary, destroy animals that pose hazards to the well-being and safety of citizens.
- d. Register, tag and maintain accurate records.
- e. Maintain effective communications with the Emergency Operations Center, other shelters and field personnel.
- f. Provide food, water and waste disposal at the shelter.

4. Recovery

- a. Identify and dispose of dead animals.
- b. Reunite animals with owners.
- d. Long-term shelter of animals for homeless owners.
- e. Report disaster related expenses.
- f. Deactivate shelter.

**Emergency Operations Plan
Animal Protection Annex**

Resources:

Boarding Kennels

Baldwin Creek Boarding Kennels
Hull Street Road
Moseley VA 23120
739-2933

Broughton's Boarding Kennels
929 Otterdale Road
Midlothian VA 23113
794-6923

Courthouse Road Boarding Kennels
3530 S. Courthouse Road
Midlothian VA 23112
745-2323

Deep Woods Kennels
15725 N. Rhodes Lane
Chesterfield VA 23838
590-1344

Dog's Day Inn
213 Granite Springs Road
Richmond VA 23225
745-7173

Holiday Barn Pet Hotel
900 Southlake Blvd
Midlothian VA 23112
794-5400

Midlothian Animal Clinic
14411 Somerville Court
Midlothian VA 23113
794-2099

Midlothian Animal Clinic
Owen/Kim McFadden
14411 Sommerville court
Midlothian Virginia
794-2099

Swift Creek Kennels
17700 Branders Bridge Road
Colonial Hgts, VA 23834
526-0202

Crematoriums

Midlothian Animal Clinic
Owen/Kim McFadden
14411 Sommerville court
Midlothian Virginia
794-2099

Sweet Dreams
20940 Jackson Lane
Amelia Virginia
561-6096

Small E. Alvin
2033 Boulevard
Colonial Heights, VA 23834
526-0094

Feed Stores

Chesterfield Feed & Store
Jefferson Davis Hwy
Chester VA 23831
748-5310

Groomers

Bath & Biscuit
Waterford Shopping Center
744-7447

Dog & Cat Shoppe
6952 Hull Street Road
Richmond VA 23235
276-3558

Dog's Day Inn
213 Granite Road
Richmond VA 23225
745-7173

Grooming Post
2726 Tinsley Drive
Richmond VA 23235
272-5448

Holiday Barn Pet Hotel
900 Southlake Blvd
Midlothian VA 23112
794-5400

Nip & Tuck Dog Shop
Midlothian Turnpike
Midlothian VA 23113
794-0737

Landfills

Amelia
20221 Maplewood Road
Amelia Virginia
561-5187

Shoosmith Brothers
11800 Lewis Road
Chester Virginia
748-3311

Hotels

Days Inn - Chester
I-95, Exit 61A
2410 W. Hundred Road
Chester VA 23831
748-5871

Howard Johnsons (under 50 lbs.)
2401 W. Hundred Road
Chester Virginia
748-6321

Ramanda Inn/Petersburg
I-95, Exit 52
E. Washington Street
Petersburg Virginia
733-0730

Ramada Inn/South
I-95, Exit 64
2126 Willis Road
Richmond Virginia
271-1281

Pet Shops

Fish World
1164A Busy Street
Midlothian VA 23236
379-2466

Pet Club, The
2009 Huguenot Road
Richmond VA 23225
272-3540

Pet Tails Discount Pet Center
11124 Hull Street Road
Midlothian VA 23112
744-8672

Petland
11500 Midlothian Turnpike
Midlothian VA 23112
379-3323

National Vol. Organizations Active In
Disasters
2850 Kalamazoo S.E.
Grand Rapids, MI 49560
Jim Bobb
(609)452-1326

Nat=l Emergency Managers Assoc.
Elizabeth Armstrong
7297 Lee Highway
Falls Church VA 22042
(703)533-7672

American Red Cross
National Headquarters
431 18th Street
Washington DC 20006
(202)639-3393

The Salvation Army
Major Peacock
615 Salters Lane
Alexandria VA 22304
(703)684-5500

Nat=l Institute of Mental Health
5600 Fishers Lane
Rockville MD 20857
(301)443-3367

American Critical Stress Foundation=s
Internat=l Critical Incident Stress Debriefing
P. O. Box 204
Ellicott City MD 21041
(410)750-0856

Federal Emergency Management Agency
500 AC≡ Street SW
Washington DC 20472
(202)646-2500

American Veterinary Medical Assoc.
Dr. Arthur Tennyson, DVM
930 Meacham Road
Schaumber IL 60196
(800)248-2862

Stables

Suites UZ Farms
James Applewhite
7600 Applewhite Lane
Chesterfield, Virginia
748-5521

Wingergate (up to 10 equines)
6030 Woolridge Road
Midlothian, Virginia
739-2454

Windy Oaks Stables
Jerry Silverthorn
Nash Road
Chesterfield, Virginia
790-1485

Veterinaries

Academy Veterinary Clinic
M. Jones
17023 Jefferson Davis Hwy
Colonial Heights, VA 23834
526-6567

Animal Care Associates, Inc.
Gary Ackerman
2403 Boulevard
Colonial Heights, Virginia 23834
526-9852

Baldwin Creek Animal Hospital
Glenn Deckert

16500 Hull Street
Moseley Virginia 23120
739-2933

Bon Air Animal Hospital
Gary Zavik
7546 Midlothian Turnpike
Richmond VA 23225
276-5554

Midlothian Animal Clinic
Owen/Kim McFadden
14411 Sommerville Court
Midlothian, Virginia 23113
794-2099

Centralia Crossing Veterinary Clinic
Shirley Bunting
9819 Chester Road
Chester VA 23831
768-4212

Old Dominion Animal Clinic of Chester
Thomas Rohlk
4312 W. Hundred Road
Chester VA 23831
796-3647

Chester Animal Clinic
Taylor Lyne
12021 Ironbridge Road
Chester VA 23831
748-2244

Oxbridge Veterinary Clinic
Richard Kitterman
10005 Hull Street Road
Richmond VA 23236
745-4243

Courthouse Road Animal Hospital
3530 Courthouse Road
745-2323

Pocoshock Animal Hospital
Charles Hickey
2801 Turner Road
Richmond VA 23224
745-3276

Elam Animal Hospital
Nick Elam
1403 Anderson Hwy
Powhatan VA 23139
794-4105

Sycamore Veterinary Hospital
Marybeth Terrell
13137 Midlothian Turnpike
Midlothian VA 23112
794-3778

Five Forks Veterinary Clinic
Collen Kida
9610 Newbys Bridge Road
Chesterfield VA 23832
768-2287

Town & Country Veterinary Clinic
Richard Jordan
7416 Woodpecker Road
Chesterfield VA 23832
748-9030

Ironbridge Animal Hospital
William Dunnivant
7540 Ironbridge Road
Richmond Virginia
743-1704

Wildlife Rehabilitation

Debbie & Bill Pupa
Raptors, birds, mammals & rabies species
1811 Capeway Road
Powhatan VA 23139
598-7615/598-6308

Collen Harlow
Older mammals
6209 Mockingbird Lane
Midlothian VA 23112
639-7719

Zoos

County Fair Grounds
Courthouse Road and Krause Road
Chesterfield Virginia

Richmond Metro Zoo
Jim Andelin
8300 Beaver Bridge Road
Moseley Virginia
739-5666

FUNCTIONAL APPENDIX 5: EMERGENCY COMMUNICATIONS

Emergency preparedness requires effective emergency communications to tie together emergency service initiation, emergency management, emergency response and public notifications. The following plan is established to meet such a requirement.

MISSION

To receive and dispatch calls for assistance, assist with notification of the public, coordinate emergency communications, and any other assigned task during an emergency. To provide a central point of notification for Emergency Management personnel.

ORGANIZATION

The Chesterfield Emergency Communications Center is the link between the citizens of the County and emergency services agencies. The Communications Center will coordinate with the Emergency Operations Center staff in the event of a full-scale emergency operation.

The Communications Center is staffed with 82 full-time and 8 authorized part-time professional dispatchers.

CONCEPT OF OPERATIONS

The Chesterfield Emergency Communications Center is capable of receiving requests for service from the public and adjoining jurisdictions. Dispatch services are provided for Chesterfield County Police, Chesterfield County Fire and Emergency Medical Services and Volunteer Rescue Squads. Communicating with various other state and local agencies is another capability.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY COMMUNICATIONS

1. Normal Operations
 - a. Develop and maintain plans and procedures to provide emergency communications services in time of an emergency.
 - b. Review and update plans and procedures, as time permits.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

 - a. Alert on-duty personnel.
 - b. Monitor the situation and keep all essential personnel notified.

-
- c. Check all communications equipment.

- 3. Emergency Operations

- a. Mobilization Phase

- 1. Alert all personnel to stand-by status.
 - 2. Begin to implement record keeping of all incurred expenses and continue for duration of emergency.

- b. Response Phase

- 1. Follow established procedures for dispatching calls for service.
 - 2. Work toward maintaining essential communications.
 - 3. Coordinate responses of all agencies along with the Emergency Operations Center.

- 4. Recovery (See Recovery Plan Annex)

- a. Continue to provide essential services as required.
 - b. Assist in compiling records for the disaster (Audio tapes, logs, maps, etc..)
 - c. Compile disaster-related expense records for emergency communication functions.
 - d. Have one of the three ECC Managers in the Emergency Operations Center during the recovery stage to coordinate with the Public Safety representatives and Public Affairs on information disseminated to the public.

**800 MHz Radio System 800 MHz Radio System EMERGENCY COMMUNICATIONS
RESOURCES**

I. Personnel

- a. 1 Director of Emergency Communications
- b. 1 Operations Manager
- c. 1 Support Operations Manager
- d. 1 System Analyst
- e. 1 CADS Administrator
- f. 1 Chief of Administrative Services
- g. 1 Training Facilitator
- h. 1 QA Coordinator
- i. 1 Administrative Secretary
- j. 3 Emergency Communications Supervisors
- k. 9 Emergency Communications Assistant Supervisors
- l. 52 Emergency Communications Officers

Total number of positions: 73

II. Equipment

Radio Frequencies	203.5	Code Squelch Tone for all frequencies
	860.2125	800 MHz Radio System
	859.2125	800 MHz Radio System
	858.2125	800 MHz Radio System
	857.2125	800 MHz Radio System
	856.2125	800 MHz Radio System
	860.2375	800 MHz Radio System
	859.2375	800 MHz Radio System
	858.2375	800 MHz Radio System
	857.2375	800 MHz Radio System
	856.2375	800 MHz Radio System
	860.9375	800 MHz Radio System
	859.9375	800 MHz Radio System
	858.9375	800 MHz Radio System
	857.9375	800 MHz Radio System
	856.9375	800 MHz Radio System
	860.7625	800 MHz Radio System
	859.7625	800 MHz Radio System
	858.7625	800 MHz Radio System
	857.7625	800 MHz Radio System
	856.7625	800 MHz Radio System
	154.160	Fire Paging(transmit only)
	155.265	Rescue Paging
	153.965	County Wide(VHF)
	39.54	SIRS
	47.42	Red Cross
	155.235	School Board Transportation

Licensed channels, not used

	154.875	Old Police Ch. 2
	155.625	Old Police Ch. 3
	155.565	Old Police Ch. 4
	155.640	Old Police Ch. 5
	155.70	Old Police Ch. 6
Transmit	Receive	
156.015	154.995	Utilities Inspection
156.015	154.995	Building and Grounds
156.015	154.995	Construction Management
156.015	154.995	Sanitation
156.015	154.995	C.E.S.
154.055	153.920	Utilities Operations
153.815	155.700	Engineering
153.815	155.700	Parks and Recreation
153.815	155.700	License Inspector

Other jurisdictions

Richmond, Va. has 20 channels that Chesterfield can communicate on same 800 MHz system
 Henrico Cty, Va. has 20 channels that Chesterfield can communicate on same 800 MHz system
 Colonial Heights Va. has been given access to share the main channels in Chesterfield County.
 They also operate on they same 800 MHz system.
 Hopewell operates on a 400 MHz system, and has been given access to main channels in
 Chesterfield County. The ECC communicates with them through the consolettes on extreme
 emergencies.

III. Facilities

- a. Emergency Communications Center
 6610 Public Safety Way
 Chesterfield, Virginia 23832
- b. Back-up Communications Center
 Second Floor of Fire Station 15
 7300 Airfield Drive
 Richmond, Virginia 23237

FUNCTIONAL APPENDIX 6: MEDICAL, HEALTH, AND RESCUE

MISSION

To provide coordination between emergency medical calls, health services and emergency rescue services to help save lives in time of emergency.

ORGANIZATION

Emergency health services which includes physicians, nursing staff and other agency coordination can be provided by the Director of the Health Department, if not otherwise tasked with other responsibilities outlined in this plan.

The Local/Regional Hospitals provide emergency medical care to all area residents. Volunteer rescue squads and Fire and EMS will provide emergency medical transportation emergency medical care, assist with the evacuation of endangered areas, and assist in land search and rescue operations. As required by the Office of the Chief Medical Examiner (OCME), local funeral homes will assist with mortuary operations.

CONCEPT OF OPERATIONS

During a threatened or actual emergency, health, medical and rescue services will be coordinated from the EOC by the Director of Health, or his designated representative. Should the disaster area extend into surrounding jurisdictions, coordination will be effected through the Chesterfield County EOC.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions or by requesting additional EMS resources.

Essential public health services, such as monitoring community health, communicable disease control, oversight of public food and water supplies, information/education/guidance to the general public, will be provided by the local Health Department as augmented by State-level resources and manpower. Public health advisories will be issued only after coordination with the local Coordinator/Public Information Officer at the EOC.

The identification and interment of victims is the responsibility of the OCME. In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster.

During periods of threatening or actual emergency situations, the Health Department is

responsible for:

1. Epidemic Control Measures

- a. Maintain records of diseases reported, investigate reports of communicable disease and conduct active and passive surveillance.
- b. Establish liaison with the Virginia Department of Health and establish and, as need arises, implement procedures for vaccination or medication dispensing teams and the assembling of drugs and medications.
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.
- d. Implement disease control measures in the community to prevent further spread of communicable diseases.

2. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health threatening disasters in potential emergency situations. Any knowledge of such events shall be reported to the Coordinator of Emergency Services so that the public may be warned and precautions taken. Further, it is incumbent on the local Health Department to notify health care providers of these situations.

3. Sanitary Engineering of Sewage and Waste Disposal

- a. Provide information, assistance, and advise on standards for emergency disposal of materials affecting air quality (e.g., burning).

4. Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for potability, including municipal systems and wells.
- b. Assist in assessing damage to water treatment facilities.
- c. Issue guidelines on the maintenance of a safe water supply and request, through the Coordinator of Emergency Services, the acquisition of portable distribution and disinfecting equipment, if required.
- d. Determine the safety of available food and milk supplies.
- e. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services on their destruction or disposal.

-
- f. Request assistance through the Coordinator of Emergency Services for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.
- 5. Control of Hazardous Substances (See Functional Appendix Hazardous Materials Plan)
 - a. Notify and coordinate with Chesterfield County Hazardous Incident Team.
 - b. Identify affected (or suspected) contamination area(s) and request the Police Department to secure the area(s) to protect citizens.
 - c. Request special assistance through the Coordinator of Emergency Services if the situation caused by hazardous materials is of the magnitude and seriousness which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.
 - 6. Identification of the Dead and Mortuary Operations - Upon request, support the OCME in the following:
 - a. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
 - b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
 - c. Obtain a suitable facility for use as a temporary morgue, if required.
 - d. Coordinate with Chesterfield Police Department.

EMERGENCY MANAGEMENT ACTIONS - MEDICAL, HEALTH, AND RESCUE

- 1. Normal Operations
 - a. Designate an individual to coordinate medical, health, and rescue services.
 - b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
 - c. Establish a working relationship and review emergency roles with the local hospital and rescue squads.
- 2. Increased Readiness - A natural or man-made disaster is threatening the local area.
 - a. Review and update plans and procedures.

-
- b. Alert personnel.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. The Director of the Health Department or his representative should report to the EOC to coordinate health services.
2. A Fire Department and Rescue Squad representative should report to the EOC to coordinate, medical emergency and emergency transportation.
3. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
4. Maintain a record of disaster-related expenses for medical, health and rescue.
5. A representative from the Department of Mental Health shall also report to the EOC in order to provide assistance in incorporating the mental health component into the above-reference services.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide health services and coordinate medical services.
- b. Assist the State Medical Examiner's Office in identification and disposition of the deceased.
- c. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

Tab A to Functional Appendix 4

Health Department 8 XTS 3000 (Fire Tac 12)
20 VX 180U

I. Bensley-Bermuda Volunteer Rescue Squad

A. Site Location: P.O. Box 657, Chester, VA 23831 (mailing)
Company 1 2500 Rio Vista Street, Chester, VA 23831
Company 2 5400 Jefferson Davis Hwy, Richmond VA 23234
Company 3 Walthall Industrial Parkway

B. Communication

1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - WXF-796.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
2. Telephone Number - Office: 748-6122; Emergency: 911
Station I - 271-0149 Station II 520-7788
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 7-Ambulances
2. 1-Crash Truck
3. 2-Boats
4. 1-Quick Response Automobile
5. 1-Utility Vehicle
6. 1-10,000 watt Trailer Mounted Generator
7. 1-Communications Vehicle

II. Ettrick-Matoaca Volunteer Rescue Squad

A. Site Location: 5711 River Road, Matoaca, VA 23803

B. Communication

1. Radio Frequency - Mobile
 - a. VHF - 155.265: Rescue; Call Sign - KYD-930.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide

-
- b. 800 - Rescue
South Tact:
North Tact:
 - 2. Telephone Number - Office: 590-2104; Emergency: 911
 - 3. 24 hour Dispatcher through Emergency 911

C. Equipment

- 1. 4-Ambulances
- 2. 1-Quick Response Automobile

III. Forest View Volunteer Rescue Squad

- A. **Site Location:** P.O. Box 36153, Richmond, VA 23235 (mailing)
5327 Forest Hill Ave., Richmond, VA 23225

B. Communication

- 1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign: KBZ-717.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
- 2. Telephone Number - Office: 232-8971
- 3. 24 hour Dispatcher through Emergency 911

C. Equipment

- 1. 2-Ambulances (ALS Equipped)
- 2. 1-Ambulances (4 wheel drive)

Sub-Station - Forest View Volunteer Rescue Squad #2

- A. **Site Location:** P. O. Box 36153, Richmond, VA 23235
901 Grove Road, Midlothian, VA 23113

B. Communication

- 1, Radio Frequency
 - a. VHF- 155.265: Rescue; Call Sign - KBZ-717.

153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide

- b. 800 - Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 794-8258
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 2-Ambulances (ALS equipped)
2. 1-Quick Response Vehicle (ALS equipped/4 wheel drive)

Sub-Station - Forest View Volunteer Rescue Squad #3

2. Site Location: P. O. Box 36153, Richmond, VA 23235
8008 Midlothian Turnpike, Richmond VA 23235

B. Communication

1. Radio Frequency
a. VHF - 155.265: Rescue; Call Sign - KBZ-717.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide

b. 800 - Rescue
South Tact:
North Tact:

2. Telephone Number - Office: 330-2574; Fax: 272-1969

C. Equipment

1. 3-Ambulances (ALS equipped)
2. 1-Light Crash Truck
3. 1-Heavy Duty Crash Truck
4. 1-Utility Vehicle (Cell Phone # 690-2089)

IV. Manchester Volunteer Rescue Squad

- A. Site Location:** P.O. Box 198, Chesterfield, VA 23832 (mailing)
3500 Courthouse Road, Richmond, VA 23236

Sub-Station: 7810 Winterpock Road, Midlothian VA 23112

B. Communication

-
1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - KQO-958.
153.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
 2. Telephone Number - Office: 745-0770; Emergency: 911
 3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 6-Ambulances
2. 1-Crash Truck
3. 1-Utility Vehicle
4. 1-Boat
5. ALS Equipped Quick Response Vehicle
6. 1-Light Crash Truck

Sub-Station - Hull Street Road

A. Site Location: 17707 Hull Street Road, Moseley, VA 23120

B. Communications

1. Radio Frequency
 - a. VHF - 155.265: Rescue; Call Sign - KQO-958.
155.965: Countywide
155.340: H.E.A.R.
155.205: Statewide
 - b. 800 - Rescue
South Tact:
North Tact:
2. Telephone Number - Office 739-0797; Emergency : 911
3. 24 hour Dispatcher through Emergency 911

C. Equipment

1. 2-Ambulances

V. Chesterfield Fire Department - Ambulances

-
- A. Site Location:** 10031 Ironbridge Road, Chesterfield, VA 23832
Fire Station 3 - 2835 Dundas Road, Richmond, VA 23234
Fire Station 8 - 21500 Pickett Ave., Matoaca VA 23803
Fire Station 11 - 5611 Ironbridge Road, Richmond VA 23234
Fire Station 15 - 7300 Airfield Drive, Richmond VA 23237
Fire Station 16 - 3030 Watercove Road, Midlothian VA 23112

B. Communications:

1. Radio Frequency
 - a. 800 MHZ - Rescue Dispatch
Operational Tacs
 - b. VHF - 155.265 Rescue
153.965 Countywide
155.340 H.E.A.R.
155.205 Statewide

C. Equipment:

1. 5-Ambulances
2. 3-Heavy Tactical Rescue Units
3. 3-Zodiac Boats
4. 1-22' Boston Whaler
5. 1-Quick Response Vehicle
6. 3-Light Support Units (Includes 2 Heavy Tactical Vehicles above)

FUNCTIONAL APPENDIX 7: FIRE PROTECTION

MISSION

To prevent and suppress fires, provide Basic and Advanced Life Support Emergency Medical Services, Technical Rescue Services and respond to hazardous materials incidents, thereby preventing or minimizing the loss of life and property, and to assist with rescue, warning, and other operations as required in time of emergency.

ORGANIZATION

The Fire Chief or a Fire and EMS representative will coordinate the response of Fire, provide EMS, perform technical rescue and will be a part of the EOC staff which will assist with the overall direction and control of emergency operations.

Chesterfield Fire and EMS is staffed with approximately 458 full-time personnel and 150 volunteer firefighters.

CONCEPT OF OPERATIONS

Chesterfield Fire and EMS is capable of suppressing all types of fires and responding to a hazardous substances incident (see Functional Annex Hazardous Materials Emergency Plan).

Should an emergency demand greater resources than are available within the County, fire departments in nearby jurisdictions will assist. Likewise, Chesterfield Fire and EMS will assist other jurisdictions when needed. All such assistance should be in accordance with existing mutual aid agreements and the Statewide Mutual Aid Agreement, approved by the Board of Supervisors on November 21, 2000.

Chesterfield Fire and EMS maintains its own equipment and supplies.

EMERGENCY MANAGEMENT ACTIONS - FIRE SERVICE

1. Normal Operations
 - a. Develop and maintain plans and procedures to provide fire services in time of emergency.
 - b. Review and update plans and procedures, as time permits.
2. Increased Readiness - A natural or man-made disaster is threatening the local area.

Alert on-duty personnel.

Identify status of vehicles and equipment.

3. Emergency Operations

a. Mobilization Phase - Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Alert personnel to stand-by status and develop appropriate staffing plans..
2. Begin to implement record keeping of all incurred expenses for fire and hazardous materials related incidents and continue for the duration of the emergency.
3. Check firefighting and communications equipment.
4. The Fire Chief or his representative should report to the EOC and assist with emergency operations.
5. As the situation worsens, alert and assign duties to all personnel. Fire and EMS personnel may be requested to assist with warning and evacuation.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Follow established procedures in responding to fires or hazardous materials incidents.
2. For other disasters:
 - a. Continue to assist with evacuation as required.
 - b. Assist with ground search and rescue, if requested.
3. Record disaster-related expenses for fire service functions.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide essential services as required.
- b. Continue search and rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses for fire service functions.

III. Equipment List by station shown on Attachment 1 to Tab A.

Apparatus Location

	Co. 1	Co. 2	Co. 3	Co. 4	Co. 5	Co. 6	Co. 7	Co. 8	Co. 9	Co. 10
Aerial Ladder							1		1	
Aerial Ladder /Pumper			1							
Air Utility Unit		1								
Boat						1	1			
Brush Truck	1			1	1	1	1	1		1
Engine-Pumper	2	1	2	2	2	2	1	2	1	2
Foam Unit										
Generator-Portable			1	1		2	1			
Generator-Truck Mounted		1	2	1	2	1	1		1	
Hazardous Materials Unit										
Medic 12 hr				1					1	1
Medic 24 hr			1				1	1		1
Rescue										
Reserve Ambulance	1									
Reserve Engine	1		1	1	1	1		1		
Reserve Aerial										
Scuba Rescue Unit										
Tanker						1	1			

Vehicles

[illegible]

Apparatus Location

Utility Unit

1

№
ε

<u>Vehicles</u>	Co. 11	Co. 12	Co. 13	Co. 14	Co. 15	Co. 16	Co. 17	Co. 18	Co. 19	
Truck Mounted Snow Plow							1			
TSO							2			
Utility Unit							1			
Battalion Vehicle				2		2				
FRV					1					
Man Power Van										
Generator-Truck Mounted		1		2						

FUNCTIONAL APPENDIX 8: EVACUATION

MISSION

To provide evacuation of persons from threatened areas when their lives are endangered by a potential or actual disaster.

ORGANIZATION

The Director of Emergency Management is normally responsible for making the decision to order evacuation. However, in the event of a fire or hazardous materials incident, the first responder, or the Fire Chief when he arrives at the scene, may order evacuation. The Police Department, assisted by the Fire Department, is responsible for effecting evacuation. The Superintendent of Schools, assisted by the Social Services Department and the American Red Cross, is responsible for the reception and care of evacuees (see Functional Appendices 7 and 8).

The Superintendent of Schools will provide school buses and drivers for the transportation of evacuees to the Evacuation Assembly Center, if required. The Public Information Officer will notify media of plans to evacuate.

CONCEPT OF OPERATIONS

Based on a hazards analysis of the County, flooding and hazardous substances incidents are primary hazards. Flooding of the Appomattox and James Rivers may require the evacuation of low-lying areas. Hazards attendant to manufacturing, such as chemical spills, air pollution, and fires, may also require the evacuation of selective areas.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio and TV. Also, the Police Department, assisted as necessary by the Fire and EMS, Sheriff's Department and rescue squads, will use mobile loudspeakers to insure that all residents in the threatened areas have received the evacuation warning.

All Chesterfield County schools will be available for use as designated Evacuation Assembly Centers. Selected schools will be opened to receive and care for evacuees

Pharmacies and other vital facilities in the evacuation area should be directed to remove critical records and files to safe locations for use and access during the emergency.

Evacuees should be advised to take the following items with them if time and circumstances permit; one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department will provide security of the evacuated area.

Should an accident requiring evacuation occur at any one of the industrial plants, the County will provide assistance as required. Should an accident require large-scale evacuation, the County may need to coordinate with surrounding jurisdictions to receive and care for evacuees in designated Evacuation Assembly Centers, which are well beyond the affected area.

EMERGENCY MANAGEMENT ACTIONS - EVACUATION

1. Normal Operations

- a. Delineate hazard-prone areas that may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.
- c. Review and update plans and procedures, as time permits.
 1. Delineate the specific areas which may need to be evacuated and designate evacuation routes.
 2. Make a list of potential evacuees, if feasible.
 3. Prepare news releases.
 4. Anticipate and resolve special problems, such as evacuating nursing homes, schools, etc.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert personnel to stand-by status.
- b. Begin keeping records of all evacuation related expenses incurred and continue for the duration of the emergency.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Implement evacuation. Disseminate warning via radio/TV news releases and via mobile loudspeakers.
2. The EOC staff should maintain a log of emergency operations, noting the time each area or family is alerted to the evacuation order.
3. Provide security for the evacuated area. Set up barricades and deny access to all but

essential traffic.

4. Advise the State EOC of the order to evacuate and again when evacuation has been completed.
5. Record log of families and persons in shelters.
6. Record disaster-related expenses for evacuation functions.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Complete evacuation.
2. Consider expanding the evacuation area, if necessary.
3. Continue to provide security and access control for the evacuated area.
4. Record disaster-related expenses.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses for evacuation functions.

FUNCTIONAL APPENDIX 9: EMERGENCY ROAD CLEARING

MISSION

To assist public safety by performing emergency road clearance of debris during and after disasters or severe emergencies.

ORGANIZATION

The departments of Parks and Recreation with assistance from Environmental Engineering, Utilities and the Sheriff's Office will have the responsibility for emergency road clearing during and immediately after a disaster. These departments will provide assistance to the Virginia Department of Transportation to ensure the ability for the proper deployment of emergency public safety vehicles.

CONCEPT OF OPERATIONS

The primary responsibility of Chesterfield County teams will be to clear secondary roads. Procedures for the deployment of teams of personnel trained in the use of chainsaws and with access to vehicles with emergency amber lights have been developed. These procedures include establishing teams, training and safety, resource management and equipment inventory. Work with the Virginia Department of Transportation to establish priority road clearing, database accessibility and team deployment plans before and after the disaster.

EMERGENCY MANAGEMENT ACTIONS

1. Normal Operations

Develop and maintain plans to provide emergency road clearing in time of disasters.

- a. Ensure safety training for all team members.
- b. Develop procedures for teams to respond to roads blocked by debris.
- c. Identify essential equipment, amber light vehicles and personnel to be used by the teams.
- d. Assign emergency duties and provide training, as appropriate.
- e. Attend exercises scheduled to test these procedures.
- f. Review and update plans and procedures, if necessary, as time permits.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Monitor the situation and be prepared to mobilize, if required.
- c. Request stand-by of predetermined teams.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

Alert all personnel.

1. Activate resources as needed.

b. Response Phase

Disaster strikes. An emergency response is required to help protect lives and property.

1. Respond team manager to the Emergency Operations Center.
2. Respond to request from public safety or the Emergency Operations Center for response to roads closed by debris.
3. Gather vehicles, personnel and equipment to activate teams.
4. Activate teams to respond to a staging area to be dispatched for road closing.
5. Maintain effective communications with the Emergency Operations Center and public safety personnel.
6. Collect disaster related expenses and report to Disaster Recovery Team.

4. Recovery (See Recovery Plan Annex)

1. Report disaster related expenses.
2. Deactivate teams.

FUNCTIONAL APPENDIX 10: LODGING

MISSION

To receive and care for persons who have evacuated and elect to stay at congregate care facilities, either from a high risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Superintendent of Schools or his/her designee, assisted by the Social Services Department with assistance from the American Red Cross, is responsible for the facility for evacuees. Public school employees will be assigned support tasks.

CONCEPT OF OPERATIONS

Flooding and hazardous substances incidents are the most likely potential hazards. These and other hazards may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, reception and care can be provided at the designed school, and lodging can be obtained at local motels. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator decides that a larger facility is required, he will advise the Superintendent of Schools. The Superintendent of Schools will then activate local schools as the Evacuation Assembly Centers and will designate managers to be responsible for operations at these facilities. The manager will, in turn, receive and care for the assigned number of evacuees. Assistance will be provided by the Social Services Department and the American Red Cross. (See Appendix 11) Adequate records must be maintained for all costs incurred, in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - LODGING

1. Normal Operations

Develop plans and procedures to receive an indeterminate number of evacuees.

- a. Designate Evacuation Assembly Center(s). Determine maximum capacities for each.
- b. Designate key staff personnel.

-
- c. Centers that will display American Red Cross signage must be preapproved by the American Red Cross.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Confirm task assignments and alert key personnel to stand-by status.
 - 2. Prepare the necessary forms.
 - 3. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- b. Begin record keeping of disaster-related expenses for lodging related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. When advised of the evacuation order by the Coordinator/Fire Chief or by the Police Chief or his designee, activate the Evacuation Assembly Centers or activate agreements for other lodging, as required.

4. Response Plan

- a. Provide transportation, as required.
- b. Provide periodic reports to the local EOC.

5. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the lodging of displaced persons, as required and applicable.
- b. Consolidate and report disaster-related expenses for lodging functions.

FUNCTIONAL APPENDIX 11: SHELTERING AND CARE

MISSION

To shelter and care for persons who have evacuated and elect to stay at congregate care facilities, either from a high risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Social Services Department, assisted by the American Red Cross, is responsible for shelter management and care of evacuees.

CONCEPT OF OPERATIONS

Flooding and hazardous substances incidents are the most likely potential hazards. These and other hazards may require the evacuation of selected areas. The actual emergency situation will determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, of approximately 20 people or less, sheltering and care will be provided by the American Red Cross at local hotels. In the event of a large-scale evacuation of residents or when the Coordinator decides that a larger facility is required, he will advise the Director of Social Services. The Director of Social Services will activate the Shelter Management teams and dispatch them to the Evacuation Assembly Centers designated by the Superintendent of Schools.

Evacuees and shelter management and staff will be advised to bring the following items with them, if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms should be completed for each family. Records should be maintained on the whereabouts of all evacuees throughout emergency operations. Food and clothing will be provided by the American Red Cross, lodging and welfare services by the Department of Social Services. Daily situation reports should be provided to the local EOC about the status of evacuees, and of operations at the Evacuation Assembly Center. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - SHELTER AND CARE

1. Normal Operations

Develop plans and procedures to shelter and care for an indeterminate number of evacuees.

- a. Designate manager(s) and other key staff personnel.

-
- b. Develop SOP's and train teams for management of Evacuation Assembly Center.
 - c. The American Red Cross, as requested, will provide training and assistance with planning.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Confirm task assignments and alert key personnel to stand-by status.
 - 2. Prepare the necessary forms.
 - 3. Anticipate and resolve special problems, such as checking on available shelter supplies (cots, blankets, etc.) available from the Red Cross.
- b. Begin record keeping of disaster-related expenses for shelter and care related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. When advised of the evacuation by the Coordinator or Police Chief, activate the Shelter Management Teams.

Response Plan

- a. Receive and care for evacuees. Register and maintain accurate records on their status. Provide mass feeding, as required in conjunction with school personnel and the American Red Cross.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the care of displaced persons, as required and applicable.
- b. Consolidate and report disaster related expenses for shelter.

Emergency Shelter Registration Form

1. Family Name	2. Emergency Housing Address
	3. Pre-Emergency Address

Members of Household With Same Family Name				4. Social Security Number	5. Employer Workday Location	6. Phone Number
First Name	Middle Name	Sex	Age			
Man		M				
Woman		F				
Children						
Other						

7. Additional Comments

8. Information By	9. Filled in By	10. Signed Rules of Shelter Received Y N	11. Registrars Signature/Date
-------------------	-----------------	--	-------------------------------

Shelter Activity					
In	Out	In	Out	In	Out

SHELTER RULES AND POLICY

THE FOLLOWING ITEMS ARE PROHIBITED:

- No pets or livestock allowed inside shelter (except guide dogs and leader dogs).
- No alcohol, firearms, weapons of any kind.
- No illegal drugs, paraphernalia.
- No radios without earphones.
- No smoking in the shelter.

THE FOLLOWING ARE EXPECTED BEHAVIORS:

- Anyone leaving and re-entering the shelter must report destinations, estimated time of return and log in and out with registration officer. Children are not to be left without a parent or legal custodian.
- Sleeping area is a quiet zone. Be respectful of other shelter residents.
- Shelter occupants may have food and snack items of their own, but are subject to approval of staff and may be consumed only in approved areas.

- ▶ **The shelter authority is not responsible for loss or theft of personal property.**
- ▶ **The shelter manager may add any additional rules or policy at any time during operation.**
- ▶ **Violations of rules or policy may result in eviction or arrest.**

I have read and understand the rules and policy of the shelter. I agree to comply.

Print Name

Signature

Date

FUNCTIONAL APPENDIX 12: SHELTERING AND CARE OF EMERGENCY WORKER DEPENDENTS

MISSION:

To shelter and care for dependents of emergency workers who have responded to an actual or anticipated major emergency or disaster for Chesterfield County.

ORGANIZATION

The Social Services Department, assisted by the Volunteer Organizations Active in Disasters (VOAD), is responsible for shelter management and care of evacuees. They will assist the Health Department, the School Board, Mental Health Department, and Department of Parks and Recreation.

CONCEPT OF OPERATIONS

Chesterfield County could experience a major disaster in which large numbers of emergency workers from many county departments would have to respond to work at hours different from their normal working hours, or their residence is adversely affected by the situation. In this event, care for dependents may be difficult to arrange.

In order to reassure the employees and to provide reliable care for their dependents, a shelter may be set up to care for children or other dependents that need care while the employees are responding to the disaster. Transportation may also need to be provided, especially if the employee is at work at the time the disaster occurs.

A shelter will be set up, upon the request of the Emergency Management Director, Coordinator, or their designee, at O.B. Gates Elementary School. This will be coordinated with the School Board. The Health Department will provide a public health nurse for basic medical support maintenance as needed. The Parks and Recreation Department will provide recreational support for the shelter.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY WORKERS DEPENDENT SHELTER

1. Normal Operations

Develop plans and procedures to shelter and care for employee dependents.

- a. Develop a procedure for employees to request the shelter to be opened through the Emergency Operations Center.

-
- b. Designate and trained Parks and Recreation employees to respond to the shelter and to operate as part of the shelter management team.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
 - 1. Notify O.B. Gates Administration of the impending disaster and possible use of the school as a shelter.
 - 2. Alert Social Services, School Board as well as Health, Mental Health, and Parks and Recreation Departments.
- b. Begin record keeping of disaster related expenses for shelter and care related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

Conditions continue to worsen and emergency workers are responding to the disaster.

- a. When requested by the EOC, activate O.B. Gates Elementary School as the shelter for emergency worker dependents. Activate shelter management teams.
- b. Receive and care for dependents. Register and maintain accurate records on their status. Provide mass feeding, as required.

4. Recovery (See Recovery Plan Annex)

- a. Continue to provide for the care of emergency worker dependents, as required and applicable.
- b. Consolidate and report disaster related expenses for the shelter to the Disaster Recovery Team.

FUNCTIONAL APPENDIX 13: AUXILIARY MANPOWER

MISSION

To provide centralized management of emergency manpower, primarily volunteers, to augment local government in time of emergency.

ORGANIZATION

The Department of Libraries, assisted by the American Red Cross, is responsible for coordinating the efforts of volunteer relief organizations and individuals.

CONCEPT OF OPERATIONS

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Director of the Libraries will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups and convergent volunteers. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at Emergency Shelters.

The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as first aid or radio communications, should be assigned duties, which allow the maximum benefit of these skills.

Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses must be maintained.

(EMERGENCY MANAGEMENT) ACTIONS - AUXILIARY MANPOWER

1. Normal Operations

-
- a. Assign the task of coordinating auxiliary manpower.
 - b. Develop procedures.
 - c. Obtain training in volunteer management.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.

No action required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- 1. Recruit and register volunteers, as required. Request lodging and care of volunteers, if necessary.
- 2. Assist with emergency operations. Assign volunteers to tasks which best utilize their skills. Maintain records on volunteer man-hours.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- 1. Assist with emergency operations, as required.
- 2. Establish a manpower pool. Organize and allocate volunteers as requested by the EOC.

4. Recovery (See Recovery Plan Annex)

Assist as required. Compile records of volunteer man-hours, number of volunteers, injuries, and any costs encumbered.

VOLUNTEER WORKER REGISTRATION FORM
Tab A Functional Appendix 9
VOLUNTEER WORKER REGISTRATION FORM

Parent/Guardian

FUNCTIONAL APPENDIX 14: RADIOLOGICAL PROTECTION

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) provide for the exposure control of essential workers, (3) provide protective action guidance to the public through the local EOC, and (4) provide for decontamination as required.

ORGANIZATION

The County of Chesterfield has designated the Hazardous Incident Team to develop and maintain a response capability. They will organize and train a radiological response team, secure and maintain the necessary equipment and supplies, and develop contamination control procedures.

The Virginia Department of Emergency Management Radiological Officer and the State Department of Health, Bureau of Radiological Health will provide technical advice and assistance as required, either in the development of a program, or in response to an accident/incident.

CONCEPT OF OPERATIONS

In the event of an accident/incident involving actual, or suspected, radiological materials, the Fire Chief, or his designated representative, should be notified immediately, and will assume command at the accident site upon arrival. The Radiological Officer and radiological monitors will implement contamination control procedures and provide other on-the-scene assistance as required.

All accident/incidents involving radioactive materials should be reported to the Radiological Officer Virginia Department of Emergency Management (804-674-2400) and to the State Department of Health, Bureau of Radiological Health (804-786-5932). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

With a radiological accident/incident, the legal duty for reporting, containment, and cleanup rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected. The Radiological Officer, Virginia Department of Emergency Management, provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment is located at Fire Station 15, 7300 Airfield Drive.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident. These measures can be accomplished only by trained radiological personnel.

1. Control access to, and egress from, the area affected.
2. Monitor evacuees for radiation, and decontaminate as required.
3. Provide continuous monitoring of essential workers remaining in the area, and limit their total dose to safe levels, insofar as possible.
4. Contain the radiation hazard. Monitor water supplies and agricultural products for contamination.
5. Remove and dispose of radioactive materials, or debris, in accordance with procedures established by the State Department of Health, Bureau of Radiological Health.

Separate Radiological Emergency Response plans have been developed for selected jurisdictions near fixed nuclear facilities, such as those within 10 miles of the Surry Nuclear Power Station and the North Anna Nuclear Power Station. Chesterfield County is within 50 miles of both facilities, within the ingestion pathway.

EMERGENCY MANAGEMENT ACTIONS - RADIOLOGICAL PROTECTION

1. Normal Operations
 - a. Designate a Radiological Officer.
 - b. Develop and maintain a local capability for a radiological emergency response.
 1. Designate and provide training for radiological monitors.
 2. Maintain equipment and supplies.
 3. Develop plans and procedures to respond in time of emergency.
2. Increased Readiness

(Not applicable. Radiological incidents typically occur with little or no advance warning).

3. Emergency Operations

a. Mobilization Phase (Not applicable).

b. Response Phase

1. Assess the situation. Detect the presence of, and measure, radioactivity.
2. Alert the Fire Chief, or his designated representative, to assume command on-site. The Radiological Officer will provide technical advice on-site as required.
3. Isolate and secure the affected area. Implement contamination control and decontamination procedures, as required. Records must be maintained for all persons entering or leaving.
4. Establish and maintain communication between the local EOC and the on-the-scene controller.
5. Reports to the State Department of Health, Bureau of Radiological Health and to the State EOC. Request a technical analysis and recommended protective actions.
6. If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
7. Consider response to protect the public. Estimate potential harm without intervention. Consider evacuation.
8. Direct protective action as appropriate.
9. Maintain records of accumulated exposure to evacuees and essential workers. Do not exceed protective action guides.
10. Provide periodic status reports to the State EOC.
11. Declare the area safe for re-entry after danger is passed.

4. Recovery (See Recovery Plan Annex)

Restore services. Assess costs associated with incident response.

FUNCTIONAL APPENDIX 16: DAMAGE ASSESSMENT

MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator of Emergency Management, assisted by the Extension Agent for the County Extension Service, Deputy Assessor, Building Inspector, Director of Utilities, Assistant Director of General Services and Director of Parks and Recreation is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise (see Tab B). All reports are compiled, consolidated, and submitted to the State as required by the Coordinator.

CONCEPT OF OPERATIONS

Three types of reports are available for use in reporting the emergency to the Virginia Emergency Operations Center (EOC). A Situation Report is based on the essential elements of information, a Needs Assessment Report is based on the Emergency Support Functions, and an Initial Damage Assessment (IDA) Report and Worksheet to facilitate the state in asking for federal and state assistance.

Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public, or private property, of a magnitude which requires expenditure of local government funds, or which might be eligible for, or require, a request for State or Federal assistance. Part I should be submitted by fax to the State EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours. See Tab A.

Designated teams will assess damage within the limits of capability. See Tab B. Damage to State-owned roads and bridges will be assessed by the Department of Highways and Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, then State assistance will be requested by the Director of Emergency Management to the State Coordinator of Emergency Management.

The "Report of Disaster-Related Expenditures" reflects the disaster-related expenditures and obligations of local government and State agencies for which no reimbursement will be requested. It is required to support the Governor's request for Federal disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - DAMAGE ASSESSMENT**1. Normal Operations**

Develop and communicate plans and procedures. Review forms.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

Damage Assessment Team meets and task assignments are made (See Tab B).

3. Emergency Actions**a. Mobilization Phase**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

1. Prepare to make an initial damage assessment. Alert teams to stand-by status.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

1. Submit a Situation Report within 24 hours of the onset of the event.
2. Submit additional Situation Reports at least once every 24 hours during the event.
3. Complete and submit an official Initial Damage Assessment Report (compiled jointly by the Coordinator and Extension Agent) within 72 hours.
4. Continue to provide damage assessment and assist with record keeping, as required.

4. Recovery (See Recovery Plan Annex)

Continue to assist with damage assessment and requests for post-disaster assistance as required.

DAMAGE ASSESSMENT TEAMS

I. AGRICULTURE, HORTICULTURE, AND FORESTRY

Team Leader: Director/Extension Agent -Extension Service

II. BUILDING INSPECTION

Team Leader: Building Official

III. BUSINESS AND INDUSTRY

Team Leader: Director of Economic Development

IV. RESIDENCE AND OTHER PRIVATE PROPERTY

Team Leader: Assistant Director, Real Estate Assessors Office

V. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS

Team Leader: Assistant Director, Utilities

VI. PUBLIC BUILDINGS AND EQUIPMENT

Team Leader: Assistant Director, General Services

**VII. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES,
AND FACILITIES UNDER CONSTRUCTION**

Team Leader: Director, Parks and Recreation

VIII. LOCALLY-MAINTAINED ROADS AND BRIDGES

Team Leader: N/A

IX. STATE-MAINTAINED ROADS AND BRIDGES

Team Leader: (To be designated by the State Department of Highways and Transportation)

NOTE: See Chesterfield County Directory for Directors' names and home phone numbers.

LOCAL SITUATION REPORT

Submit within 24 hours after the initial emergency. Update daily after initial report

VDEM FAX NUMBER (804)674-2419

www.vdem.state.va.us

Required fields are followed by an (*)

(Only with Emergency Management separate from County)*

(01) Political Subdivision:				*		
(02) Date/Time Report Prepared: [ex: (Dt:12/31/00) (Time:2100)]		Time		*		
(02)(a) Type of Report:	<input type="radio"/> Initial Report <input type="radio"/> Daily <input type="radio"/> Final *					
(03) Preparer:					*	
Call Back #					* (ex:804-555-1212)	
Fax #					(Optional) (ex:804-555-3333)	
E-Mail:					* (loginname@isprovider.com)	
(04) Emergency Type:					*	
(05) Local Emergency Declared:	<input type="radio"/> Yes <input type="radio"/> No	Date:		Time:		[ex: (Dt:12/31/00) (Time:2100)]
(06) Local EOC:	<input type="radio"/> Opened <input type="radio"/> Closed	Date:		Time:		[ex: (Dt:12/12/00) (2100)]
(07) Resources have been officially requested by State Wide Mutual Aid:	<input type="radio"/> Yes <input type="radio"/> No					
(08) Number of people in Impacted Area:	# Evacuated: Evacuation:					
(09) Shelters:	# Open		Current # of Shelterees:			
(10) Number of People:	Injured		Missing		Dead	

Political Subdivision: Date: Time:

DAMAGE ESTIMATES:

YOU MUST ALSO SUBMIT AN INITIAL DAMAGE ASSESSMENT REPORT TO VEOC WITHIN 72 HOURS OF EVENT

	Number Destroyed	Number w/ Major Damage
(11) Single Family Homes/Manufactured Homes:	<input type="text"/>	<input type="text"/>
(12) Apartment Units:	<input type="text"/>	<input type="text"/>
(13) Business/Industry:	<input type="text"/>	<input type="text"/>
(14) Public Buildings:	<input type="text"/>	<input type="text"/>

EVENT IMPACT ON LOCAL RESPONSE

REQUESTS FOR ASSISTANCE: **CALL** VEOC AT (804)674-2400 **OR** 1-800-468-8892

MAJOR PROBLEMS: Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to the physical infrastructure. Indicate impact on following critical activities:

	Major Problems	Minor Problems	No Impact
(15) Sheltering Activities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(16) School Buildings:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(17) Food Supplies:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(18) Medical Facilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(19) Debris Clearance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(20) Public Safety Answering Point:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(21) Broadcast Media (TV, Radio):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(22) Commercial Telephone Service:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(23) Waste Water Treatment Systems:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(24) Water Supply Systems:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(25) Electrical Utilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(26) Gas Utilities:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(27) Airports:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(28) Road Networks:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(29) Law Enforcement Services:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(30) Firefighting Services:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(31) Emergency Medical Services:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(32) Hazardous Materials Response:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(33) Search and Rescue:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: Remember that all requests for assistance must be telephoned to VEOC at 804-674-2400 or 1-800-468-8892 and are not to be entered in the comments box below.

Comments:

IF EVERYTHING IS CORRECT, THEN YOU ARE READY TO FAX

LOCAL GOVERNMENT

INITIAL DAMAGE ASSESSMENT REPORT

(This form should be submitted within 72 hours from the start of the event)

VDEM FAX NUMBER (804)674-2419

www.vdem.state.va.us

Political Subdivision:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> *	
Date/Time IDA Report Prepared:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Ex: [Date:12/31/01] / [Time:2100]
Preparer:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Call Back #:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Ex: [800-555-1212]
Fax #:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Ex: [800-555-1212]
Email:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Ex: [loginname@isprovider.com]
Emergency Type:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

PART I: PRIVATE PROPERTY (PRIMARY)

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss
Category A					
Houses	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category B					
Business/Industry	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category C					
Agriculture	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

PART II: PUBLIC PROPERTY (INCLUDES ELIGIBLE PRIVATE NON-PROFIT FACILITIES)

	Type of Property	Estimate Dollar Loss
Category A	Debris Removal	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category B	Emergency Protective Measures	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category C	Roads and Bridges	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category D	Water Control Facilities	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category E	Public Buildings and Equipment	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category F	Public Utilities	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Category G	Parks and Recreational Facilities	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

ADDITIONAL COMMENTS

IF EVERYTHING IS CORRECT, THEN YOU ARE READY TO FAX

FUNCTIONAL APPENDIX 17: FEDERAL DISASTER ASSISTANCE

MISSION

To identify the types of assistance the County may be eligible to receive and the procedures required for requesting such assistance.

ORGANIZATION

The County Coordinator of Emergency Management, as assisted by the Building Inspector VPI & SU Extension Agent and the Director of Risk Management, Disaster Recovery Team, is responsible for the preparation and submission of all requests for post-disaster assistance. (See Recovery Plan Annex)

CONCEPT OF OPERATIONS

Should the County experience a disaster of such severity and magnitude that the combined resources of the County and State are insufficient to cope with the effects of the disaster, Federal disaster assistance may be provided.

Federal disaster assistance is authorized (1) under the provisions of the Stafford Act, Public Law 93-288, as amended, when the Governor requests and the President declares an emergency or a major disaster to exist in the State and (2) under a Federal agency's own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various Federal agencies.

The Stafford Act PL 100-707, authorizes two types of assistance: individual assistance and public assistance.

1. Individual Assistance

In the event a major peacetime disaster declared by the President occurs in an area of Virginia, the provisions of PL 93-288 as amended, become effective and as such authorize the establishment of Disaster Assistance Centers (DACs) to administer aid and assistance to disaster victims. A DAC will house, in one central location, all Federal, State, and local agencies and participating quasi-public and volunteer activities that deal directly with the needs of the individual disaster victims. Local government will provide space for DAC's and supporting personnel as requested and as available. Types of assistance are:

- a. Emergency needs - Immediate shelter, food, clothing, medical aid, minor repairs,

home cleanup, etc. are provided by volunteer agencies, such as the American Red Cross, the Salvation Army, the Mennonite Disaster Service, and other private relief agencies.

- b. Temporary housing for disaster victims whose homes are damaged and unlivable, assistance may be provided for up to 18 months. U.S. Department of Housing and Urban Development (HUD), or, as assigned, State Department of Housing and Community Development.
- c. Minimal repair program - A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance - Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U.S. Department of Housing and Urban Development; State Department of Housing and Community Development)
- e. Disaster unemployment assistance (DUA) and job placement assistance - For those who lost their jobs because of the disaster. (Department of Labor and Industry, through the State Employment Commission)
- f. Distribution of food stamp allotments - Allotments to eligible victims. (U.S. Department of Agriculture (USDA), through the State or County Social Services agency)
- g. Disaster loans - For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - 1. Farmers, ranchers, and oyster planters should apply to the Farmers Home Administration (FmHA).
 - 2. All others, including homeowners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).
 - 3. Agricultural enterprises, which were a major source of employment but no longer in substantial operation because of the disaster, should apply to the FmHA.
 - 4. Industries and businesses, which were a major source of employment but no longer in substantial operation because of the disaster, should apply to the SBA.

-
- h. Financial assistance to farmers - Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 80 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
 - I. Tax assistance - Assistance in computing credits based on disaster casualty losses. (U.S. Internal Revenue Service-IRS)
 - j. Veterans Administration (VA) assistance - Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
 - k. Social Security assistance - Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in applying for disability, death, and survivor benefits. (U.S. Social Security Administration, Department of Health and Human Services-HHS; (State Department of Social Services)
 - l. Emergency assistance - Assistance and services to families under the Social Security Act, including funds up to \$500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U.S. Department of Health and Human Services-HHS; (State Department of Social Services)
 - m. Legal services - Legal services to needy individuals who are unable to secure such services. (Young Lawyers Section, Virginia Bar Association; other lawyers as assigned)
 - n. Individual and family grants - Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster; this assistance program is funded in part by the Federal government and is administered by the State. (State Department of Social Services)
 - o. Crisis counseling - Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or County mental health agencies, supported by the National Institute of Mental Health (NIMH); U.S. Department of Health and Human Services; State Department of Mental Health and Mental Retardation)
 - p. Debris removal - Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property State Department of Emergency Services (DES); State Department of Highways and Transportation local governments)
 - q. In addition, other State and local agencies and private organizations may be asked to provide assistance, such as:
 - 1. Adjustment of local property taxes.
 - 2. State income tax assistance.

-
3. Health and safety inspections.
 4. Insurance claims counseling. (American Insurance Association and/or State Insurance Agency)
 5. Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.

r. Procedures

1. When a disaster victim reports to the DAC, the victim will be greeted by a receptionist who will provide a registration form and will make certain the victim understands the use of the form.
2. The victim is then directed to a registrar for an interview using the registration form given; once the registrar determines the client's problems and needs, the victim will be directed to the appropriate agencies.
3. Once the victim has completed the circuit through the agencies, an exit interview will be conducted to insure that proper agencies have been contacted; the victim is satisfied with the assistance being offered; and that the next steps to take are clear.

2. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for State officials, local officials and to Indian Tribes to inform them of the types of assistance available under the declaration and which funds are provided for eligible disaster assistance projects. Normally, the grant involving cost sharing will be 75 percent of eligible costs. The remaining 25 percent (non-Federal share) will be the responsibility of the owning party with some exceptions (see Appendix 4 to Annex II-J, Repair and Restoration of Damaged Facilities, Commonwealth of Virginia Emergency Operations Plan, Volume

II, Peacetime Disasters). The State Department of Emergency Management has been designated as the agency responsible for administering this program. Types of public assistance are:

- a. Clearance of debris on public or private lands or waters.
- b. Emergency protective measures for the preservation of life and property.

-
- c. Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities).
 - d. Repair or replacement of roads, streets, and bridges.
 - e. Repair or replacement of public buildings and related equipment.
 - f. Repair or replacement of public utilities.
 - g. Repair or restoration to pre-disaster condition of public facilities damaged while under construction.
 - h. Repair or restoration of recreational facilities and parks.
 - i. Repair or replacement of private, non-profit educational, utility, emergency, medical, and custodial care facilities, (including those for the aged and disabled) and other facilities providing essential governmental type services to the general public.
 - j. Disaster loans from FEMA for those communities that may suffer a substantial loss of tax and other revenues, and have demonstrated a need for financial assistance in order to perform their governmental functions.
 - k. Repairs and operating assistance to public elementary and secondary schools.
 - l. Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.
 - m. Procedures

A Project Application must be submitted, through the State Coordinator of Emergency Management, to the Regional FEMA Director, within 90 days of the date of the President's declaration of an emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

In addition to the PL 93-288, as amended, assistance is available under federal agencies' own statutory authority without a Presidential declaration of an emergency, or a major disaster. Examples of this assistance are:

1. Search and rescue - U.S. Coast Guard.
2. Flood protection - U.S. Army Corps of Engineers.
3. Fire suppression - Regional Director, FEMA.
4. Health and human services - U.S. Department of Health and Human Services.

-
5. Emergency conservation measures - U.S. Department of Agriculture.
 6. Emergency loans for agriculture - Farmers Home Administration.
 7. Disaster loans for homeowners and businesses - Small Business Administration.
 8. Repair to Federal Aid System roads - U.S. Department of Transportation.
 9. Tax funds - U.S. Internal Revenue Service.

The Governor must request that the President declare an emergency or a major disaster. The Governor will base his decision on whether to request a Presidential declaration primarily on the information submitted by local government in the Initial Damage Assessment Report (Tab A to Functional Appendix 12). However, it may be necessary to request additional information from the County, as required, to support the Governor's request. If a Presidential declaration is approved, the County will submit Project Applications for public assistance under guidance provided by FEMA and the Virginia Department of Emergency Management.

The authorities for Federal disaster assistance, in the absence of a Presidential declaration, cover a wide variety of interests and vary with changing Federal laws, regulations, and policies. Requests for this type of assistance will be forwarded, through the VDEM Regional Coordinator, to the State Coordinator. The State Coordinator consolidates such requests for the Governor and coordinates them through the appropriate State agency and the Director of FEMA Region III. FEMA coordinates the State's request with the appropriate Federal agency.

FUNCTIONAL APPENDIX 18: HAZARD MITIGATION

MISSION

The mission of the County of Chesterfield is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster, or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in the County of Chesterfield is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the rules, regulations, codes, and ordinances which would reduce the impact of a disaster. The Coordinator of Emergency Management is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the governing body any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to codes, ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives.

-
- B. Be aware of the hazards to which they are vulnerable, and be knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of the County of Chesterfield has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard identified in Tab B, and to identify and develop mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations, and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

The Director of Emergency Management has overall responsibility for emergency management which involves hazard mitigation and disaster preparedness, response, and recovery. They will work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Supervisors to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

The Director of Emergency Management should be aware of the hazards which have the greatest potential for local disaster, and which are most likely to occur. They will help to insure that the jurisdiction has developed programs and allocated resources, within its capabilities, to mitigate these hazards; that is, for the avoidance, reduction, prevention, or elimination of hazards over the long term, where feasible, and preparedness and response capabilities for hazards that cannot realistically be avoided.

A public information program should be initiated to increase the citizens' awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land use ordinances. The Director of Emergency Management will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. They will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. They will present to the Board of Supervisors, for their consideration, those actions which require the passage of an ordinance or regulation. Advantage will be taken of opportunities to mitigate the effects of any future disaster.

AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

B. References

"A Mitigation Strategy for Integrated Emergency Management System," FEMA, CPG 1-104 (Draft), February 1984.

DEFINITIONS

- A. Mitigation - Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and man-made hazards.
- B. Hazard Mitigation Manager - The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

Tab A to Functional Appendix 18

TASK ASSIGNMENTS

1. Chesterfield County Board of Supervisors

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

2. Director of Emergency Management/Coordinator of Emergency Management

The Director of Emergency Management has overall management responsibility of the hazard mitigation program. The Coordinator is responsible to the Director of Emergency Management and the governing body for administering an effective hazard mitigation program through the appropriate department or agency heads. His/hers responsibilities include, but are not limited to, the following:

- a. Hazards analysis.
- b. Development, maintenance, and implementation of a Hazard Mitigation Plan.
- c. Development, maintenance, and exercise of the Emergency Operations Plan.
- d. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Supervisors.

3. Department of Health

- a. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- b. Develop plans for the prevention or spread of disease during a disaster.
- c. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

4. Director, Planning and Community Development

- a. Administer and enforce land use or zoning ordinances.
- b. Survey areas that may require rezoning and make recommendations, as required.

5. Building Inspection Department

- a. Enforce existing building codes and zoning ordinances.
- b. Make recommendations for mitigating codes or ordinances, where applicable.
- c. Advise the public of private actions that could mitigate individual loss.
- d. Assist in damage assessment.

6. Law Enforcement

- a. Enforce hazardous materials transportation regulations.
- b. Develop, maintain, and exercise disaster response SOP's required by other appendices of this Plan.

7. Fire Department(s) and Rescue Squad(s)

- a. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this Plan.
- b. Develop, maintain, and exercise specific response plans for hazardous materials.
- c. Obtain training and special equipment required for hazardous materials sites located in the jurisdiction.
- d. Coordinate radiological monitoring.

8. Superintendent of Schools

Insure school administrators have a plan to cope with hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

**Significant Critical Events in
Chesterfield County**

(A) – EOC Activation

1935	Bus Crash, Route 10 (kills 14)
1969	Hurricane Camille (major disaster declared)
1970	Remnants of a hurricane caused flooding
1972	Hurricane Agnes (major disaster declared)
1974	Christy Wright Kidnapping/murder
1977	Baptist Children's Home Fire
1978	Plane crash (kills Senate Candidate & 2 others)
1980	Lord Baltimore Restaurant Fire
1980	Virginia Power Fire
1981	Days Inn Fire
1982	Severe winter storm - power outages
1982	Six people kill execution style – Walmsley Blvd
1983	Daniel-Bell Equipment Fire
1984	Centralia Pres. Church Fire
1984	Allied Signal Fire
1984	Flooding
1984	Clintwood Road Fire (4 fatalities)
1985	Flooding (major disaster declared)
1985	Pipeline break I-95 (diesel fuel)
1986	Freight train derailment
1987	Two freight trains derailed Quinnford Blvd
1987	Flooding April - September
1987	Pipeline break Genito Road (gas)
1987	Ramblewood incident (chemical bottles)
1987	Plane crash (3 fatalities)
1988	John Tyler Community College Fire
1988	Sonoco Fire
1988	Severe winter storm
1988	Church van crash (3 killed, 7 injured Hull St)
1988	Collision of industrial barge & pleasure boat
1988	C&R Battery Superfund Site (cleanup completed in 1993)
1988	Bailey Bridge Dump (cleanup completed in 1992)
1989	Tornado
1989	Bellwood Elementary School Fire 87/90 165
	Hazardous Materials incidents
1990 (A)	Two (2) tornados
1990	Pipeline break (Burnette Drive) 100,000 gal. diesel fuel
1990	Charity Powers kidnapping/murder
1992	E.I. DuPont, Spruance Plant fire
1992	Virginia Power chlorine leak

1993	School bus accident
1993	ICI Films chemical spill
1993 (A)	Two Tornado (major disaster declared)
1994 (A)	Ice storm (major disaster declared)
1994	Oil Transport, 7000 gal. diesel fuel spill
1995	Apartment fire (Old Buckingham Station)
1995	Virginia Power Technical Rescue (1 fatality)
1995	Petersburg Technical Rescue (watertower)
1995 (A)	Windshear (Deer Run)
1995	Haz-Mat Incident (E.R. Carpenter)
1996 (A)	Blizzard (Presidential Declaration)
1996 (A)	Hurricane Fran (Presidential Declaration)
1998 (A)	Ice storm/snowstorm (Presidential Declaration)
1999 (A)	Hurricane Floyd (Presidential Declaration)
2000 (A)	Ice storm (Presidential Declaration)
2001 (A)	Boil Water Advisory
2002	Drought
2003	Flooding Chimney Corners/Beach Road
2003 (A)	Hurricane Isabel (Presidential Declaration)
2004 (A)	Tropical Storm Charley
2004 (A)	Tropical Storm Gaston (Presidential Declaration)

FUNCTIONAL APPENDIX 19: DAM SAFETY

MISSION

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure at dams listed in Tab A.

ORGANIZATION

The Director of Emergency Management is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. However, in the event of a Stage III Condition (see Tab B), the Coordinator of Emergency Management or his designated representative will activate the warning and evacuation response system (see Functional Appendices 3, 6, 7 and 8).

CONCEPT OF OPERATIONS

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Emergency Operations Center (EOC)/Coordinator of Emergency Management and recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre feet (100 feet for agriculture purposes) of water must develop and maintain an Emergency Action Plan. A copy must be provided to the local Coordinator of Emergency Management, the State Department of Emergency Management, and the Department of Environmental Quality. These plans are maintained in the Office of Emergency Management and Emergency Communications. The Emergency Action Plan shall include a method of notifying and warning persons downstream, and also local authorities, in the event of impending failure of the dam. An Emergency Action Plan is required prior to issuance of an Operation and Maintenance Permit by the State Department of Environmental Quality.

The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director/Coordinator of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, the Director will recommend that the Governor declare a state of emergency. (See Tab A for a descriptive listing of dams that may affect residents/property.)

AUTHORITIES

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.

-
- B. State Water Control Board, Regulation No. 9, Impounding Structure Regulations, May 3, 1983.

EMERGENCY MANAGEMENT ACTIONS - DAM SAFETY

1. Normal Operations

a. Dam Owners

1. Develop operations and maintenance plans and standard operating procedures (SOP's) in support of plan crucial to dam safety.
2. Develop Emergency Action Plan for warning and evacuation purposes in case of dam failure.

b. Government

1. Maintain Dam Emergency Action Plans as provided by Dam Owners.
2. Develop follow-up SOP's to implement Emergency Action Plan for warning and evacuation purposes in case of dam failure.

2. Increased Readiness - Stage I Conditions

a. Dam Owners

1. Report abnormal conditions.
2. Recommend evacuation of public.

b. Government

1. Alert on-duty emergency response personnel.

3. Increased Readiness - Stage II Conditions

a. Dam Owners

1. Assist with emergency operations.

b. Government

1. Alert on-duty emergency response personnel.
2. Notify public of possible dam failure.
3. Review warning and evacuation plans and procedures (see Functional Appendices 1 through 8 and Tab A).
4. Place off-duty emergency response personnel on alert.

4. Emergency Operations - Government

a. Mobilization Phase - Latter Part of Stage II or at Stage III Conditions

1. Activate EOC (manning as appropriate).
2. Notify State EOC, (804) 674-2400.
3. Alert emergency response personnel to standby status.
4. Begin record keeping of all incurred expenses.

b. Response Phase - Stage III Conditions

1. Order immediate evacuation of residents in expected inundation areas.
2. Sound warning through use of horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area, or to high ground in area for later rescue.
3. Call in all emergency response personnel to provide help required to protect lives and property.
4. Activate EOC, if not previously accomplished.
5. Follow established procedures within designated functional areas specified in this Plan.

5. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this Plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).
- f. Continue record keeping of any incurred expenses.

Tab A to Functional Appendix 19

Class I, II, and III Dams

See Attachment 1 for Additional Information on Chesterfield County Dams.

(Tax Map Coordinates for Site Locations)

I. Class I Dams

- A. George F. Brasfield Dam - Inv. No. 04101 (Map 767-605-1733)
- B. Swift Creek Reservoir - Inv. No. 04112 (Map 730-676-2675)
- C. Lake View Dam - Inv. No. 04119 (City of Colonial Heights)
- D. Falling Creek Reservoir Dam - Inv. No. 4115 (Map 783-693-1503)

II. Class II Dams

- A. Lower Beaver Pond Dam - Inv. No. 04106 (Map 753-690-7478)
- B. Gregory's Dam - Inv. No. 04122. (Map 752-689-1863)
- C. Napiers and Savage Dam - Inv. No. 04126 (Map 760-696-6083)
- D. Upper Beaver Pond Dam - Inv. No. 04135 (Map 753-692-6486)
- E. Lake Salisbury Dam - Inv. No. 4136 (Map 731-713-6979)
- F. Swift Creek Dam - Inv. No. 4104 (Map 724-675-6326)

III. Class III Dams

- A. Inv. Nos. 04102 - 04103
- B. Inv. Nos. 04105
- C. Inv. Nos. 04109 - 04111
- D. Inv. Nos. 04113 - 04114
- E. Inv. Nos. 04116 - 04118
- F. Inv. No. 04120
- G. Inv. Nos. 04123 - 04125
- H. Inv. Nos. 04127 - 04134
- I. Inv. Nos. 04137 - 04144
- J. Inv. Nos. 04145 - 04147

Tab B to Functional Appendix 15

Dam Classifications and Emergency Stages

I. Dam Classifications

Dams are generally classified as to the degree of hazard potential they impose if the structure fails.

- A. Class I (High Hazard) - Probable loss of life; excessive economic loss.
- B. Class II (Moderate Hazard) - Possible loss of life; appreciable economic loss.
- C. Class III (Low Hazard) - No loss of life expected; minimal economic loss.

II. Emergency Conditions and Response Times

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions which may be appropriate and available response times.

- A. Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.
- B. Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.
- C. Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

FUNCTIONAL APPENDIX 20: EMERGENCY OPERATIONS CENTER (E.O.C.)

MISSION

To provide centralized direction and control of any or all of the following functions: overall direction of all emergency operations; communications and warning; consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

ORGANIZATION

1. See Organization Chart, Tab A, Appendix 1, Direction and Control
2. The EOC staff will be organized as follows:
 - A. **POLICY GROUP** - Provides overall direction and control of emergency operation, and development of emergency policies.
 - B. **PUBLIC SAFETY GROUP** - Maintains accurate estimates of the emergency operations, and coordinates utilization of emergency needs.
 - C. **PUBLIC SERVICE GROUP** – Provides coordination of human service needs.
 - D. **RESOURCE GROUP** – Establishes, operates and maintains communications with required elements of county resources, adjacent cities and counties, and State agencies.
 - D. **RECOVERY GROUP** – Collects and analyzes information to assist with recovery operations.
 - F. **INFORMATION GROUP AND RUMOR CONTROL** – Collects, analyzes and disseminates appropriate official information to the population concerning the emergency.
 - F. **EOC-RESPONSE TEAM GROUP** - Provide logistical support for Emergency Operations Center operations.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

-
1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management, Fire Chief or Police Chief based upon the best available information. Depending on the situation, a partial or full activation will be ordered. (See Emergency Management Operating Instruction #1).
 2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. (See Emergency Operating Instruction #1). Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
 3. Full activation will be ordered when widespread destruction has occurred, or there is an imminent threat of such destruction. An incident of such magnitude would require the commitment of a large number of personnel and equipment to properly respond to and recover from, an incident. (See Emergency Operating Instruction #1).
 4. Initial situation briefing will be provided by the Director of Emergency Management or his designee.
 5. Direction and control of county personnel and resources employed in support of disaster operations are exercised by the department or agency furnishing support.
 6. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department Emergency Management at (804) 674-2400 or online at <http://www.vdem.state.va.us/>
 7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
 8. Learning and Development Center, Administration Building will operate as the EOC, telephone lines will be trunked into the room for use when the EOC is activated. The alternate EOC is Eanes-Pittman Public Safety Training Center in classroom D and D-1.
 9. Field forces will receive strategic level direction from their EOC representative. Tactical and task level decisions will be made at the field level by the incident commander using the National Incident Management System (NIMS).

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY OPERATIONS CENTER

Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:

1. Policy Group

- a. Direct overall emergency operations
- b. Initiate activation of EOC
- c. Determine operational courses of action
- d. Make decisions to adoption a course of action
- e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.

2. Public Safety Group

- a. Develop and maintain an accurate status of the emergency situation.
- b. Develop course(s) of action based on the emergency and available resources.
- c. Implement course of action approved by the Policy Group.
- d. Coordinate the procurement and utilization of all support services and resources made available throughout the county.

3. Public Service Group

- a. Develop and maintain an accurate assessment of the needs of disaster victims.
- b. Develop, coordinate, and implement actions based on needs and availability of resources.

4. Resource Group

- a. Establish and maintain Chesterfield County emergency communications, to include communications with adjacent cities and counties.
- b. Establish and maintain communications with emergency response groups.
- c. Monitor NAWAS and EAS Stations.
- d. Provide resources to operations and EOC management.
- e. Maintain current damage status to include estimated dollar amounts.

-
- f. Display damage status in EOC
 - g. Recommend to Operations Group priorities for debris removal.
 - h. Send 24 and 72-hour damage assessment report to State EOC.

5. Recovery Group

- a. Coordinate recovery efforts focusing on financial and physical recovery.
- b. Recommend to Policy Group priorities for use of financial records.

6. Information Group & Rumor Control

- a. Trained individuals will constitute the EOC Response Team.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on Policy Group decision.

7. Emergency Operations Center Response Team

- a. Trained individuals will constitute the EOC Response Team.
- b. Trained in the County Emergency Operations Plan, and establishing and operating an EOC.
- c. Maintain support and logistical coordination for all other groups in the EOC.
- d. Record and maintain current status of resources and situations status.
- e. Establish and operate the EOC Message Center.

8. Other Emergency Operations Center Operations

- a. Request for supplies and services will be made to the Budget and Accounting representative assigned to the EOC, who will authorize expenditures.
- b. All purchases of such goods and services will be approved, and purchased, using a county purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.

-
- e. Every effort will be made by on-duty police and fire department personnel to establish the safety of the families of on-duty county personnel involved in the emergency. This is to insure the well being of families of essential employees. (See Appendix 12)
 - f. Transportation
 - 1. Transportation to, and from, the EOC will be the responsibility of the individual.
 - 2. Emergency requests for transportation to, and from, the EOC will be made to the Coordinator of Emergency Management on an individual basis for requirements generated due to breakdown or inclement weather.

CHESTERFIELD COUNTY AIRPORT & AIRCRAFT EMERGENCY ACTION PLAN

I. PURPOSE

To provide procedures and information to be used by personnel responding to aircraft accidents, incidents and emergencies.

II. SCOPE

To provide guidelines by which responding units can make evaluations as to response necessary for each category of aircraft accident, incident or emergency.

III. CRASH REPORTING

The proper receipt and classification of the initial accident report is of vital importance to the proper and timely response to aircraft accidents.

The persons receiving the initial report should, as far as possible, identify the following information.

A. Time of Accident

1. Just happened: a report of an accident that has just occurred should alert dispatch personnel to need of "immediate" action.
2. About to happen: witnesses on occasion observe or are notified of impending aircraft accidents or emergencies. Dispatch personnel should be alerted to the need of STAND-BY action. (Nature or emergency should be identified if possible, e.g. engine failure, in-flight fire, landing gear malfunction, fuel exhaustion, etc.)
3. Just discovered: on occasion aircraft accidents are not discovered until some time after the accident. Dispatch personnel should attempt to discover if emergency medical aid is needed. Until further investigation units should be placed on STAND-BY status.

B. Location of Accident*

1. As far as possible, specific directions should be given by the reporter of an aircraft accident. Terrain information, such as woods, swamp, residential, etc. should be included if known.
2. Aircraft may be requested to be dispatched to assist in pinpointing a location, or for a difficult or inaccessible location.
3. Chesterfield Airport will be used as staging area for accidents, which are in the vicinity of the airport, but not on airport property.

C. Type of Aircraft

1. Small single engine (Max. 6 passengers)
2. Small multi-engine (Max. 10 passengers)
3. Large multi-engine (Over 10 passengers)
4. Military

D. Damage report

1. Minor damage (No Injuries)
2. Major damage or fire (No Injuries)
3. Minor damage (Injuries)
4. Major damage or fire (Injuries)

IV. CRASH DISPATCHING

The responsibility of assuring proper dispatching lies with the agency first receiving crash information. Example, if airport personnel witness or hear a report of a crash, they will evaluate and be responsible for dispatching and notification of all other agencies.

Based on the information collected by the receiver of the crash report, judgment must be made and the proper dispatching of response personnel must be executed for each of the following crash categories:

A. Minor Damage - No Injuries

1. State Police (all accidents resulting in damage of property of others in excess of \$100 or excess of \$500 to aircraft). Aviation Law of Virginia, Section 12 Rule 64.
2. Fire Department for fuel spills or fire hazard.
3. County Police if needed for crowd control.
4. Airport manager or designated FBO (fixed base operator) manager in his absence, to assist in removal of aircraft and to advise of any further action. (Examples: closing runway temporarily - notification of F.A.A., etc.). Notify Virginia Department of Aviation: Jim Bland 786-3687.
5. County Administration.
6. Emergency Management Coordinator.
7. Virginia Department of Aviation.

B. Major Fire Damage - No Injuries

1. County Fire Department (also for fire hazard).
2. County Police Department for security and crowd control.

-
3. State Police.
 4. Airport Manager or designated FBO manager in his absence, to assist in removal of aircraft and to advise of further action necessary.
 5. County Administration.
 6. Virginia Department of Aviation.

C. Accidents Involving Injuries

1. Chesterfield EMS.
2. County Police Department for security and crowd control.
3. County Fire Department (fire or fuel spill).
4. State Police must be notified to investigate any accident causing injury or death.
5. Airport Manager or designated FBO manager in his absence, to assist in removal of aircraft and to advise of further action necessary.
6. F.A.A. Flight Standards District Office.
7. Virginia Department of Aviation.

D. Accident Involving Air Carriers

1. Chesterfield EMS & Ambulances.
2. County Fire Department.
3. County Police Department.
4. State Police.
5. Airport Manager or designated FBO manager to assist as possible.
6. F.A.A. Flight Standards District Office.
7. F.B.I.
8. County Administrator.
9. United States Postal Service
10. Virginia Department of Aviation.

E. Accident Involving Military Aircraft

1. County Fire Department.
2. County Police Department.

-
3. Chesterfield EMS (If Injuries).
 4. State Police.
 5. Airport Manager FBO to assist as possible.
 6. F.A.A. Flight Standards District Office.
 7. F.B.I.
 8. County Administrator.
 9. Virginia Department of Aviation.

V. APPROACHING THE CRASH SCENE

- A. Response personnel have primary responsibility to rescue, protect, and treat injured victims or survivors. However, care must be used to prevent response personnel from becoming casualties.
- B. As a secondary function, response personnel will endeavor to protect personal property from hazards such as fire, theft, public nuisance or vandalism.
- C. Approach crash with wind to back if possible.
- D. If the crash is in area overgrown with high grass or brush.
 1. Avoid same path the aircraft took after hitting the ground.
 2. It is possible survivors may have been thrown where rescue vehicles could run over them.
 3. If this is the only feasible route, dismount and search the area on foot. The procedures will enable the rescue personnel to minimize the possibility of detonating explosive devices which may have been dislodged from military aircraft.
- E. No Smoking.
 1. Be constantly aware that fuel tanks may be ruptured and may have spread fuel over large area.
 2. If fire reaches fuel tanks, they may explode and spread fuel and fire over a large area.
 3. A minimum safe distance to keep spectators back is two thousand (2,000) feet.
- F. Use caution when power lines have been severed.
 1. Always treat them as if they are "Live Wires".
 2. Power lines may ignite fuel.
- G. Always assume there may be explosives aboard. These may detonate, particularly if there is fire involved.

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- H. Special care must be taken with wreckage to assure protection of classified equipment.

VI. PROTECTING THE CRASH SIGHT

- A. Only authorized personnel will be allowed at the crash sight. These are to include only those essential personnel from the following groups:
1. Fire Department Personnel.
 2. Rescue and Medical Personnel, Medical Examiner.
 3. State Police, Commonwealth Attorney.
 4. County Police as requested for assistance to other groups.
 5. Military personnel, if military aircraft.
 6. F.A.A., Accident Investigators, Virginia Department of Aviation, and National Transportation Safety Board.
 7. Designated airport personnel required for assistance.
 8. F.B.I. if involved in investigation of military or airline disasters.
- B. As soon as possible, the extent of the site should be determined and protected. The entire area to include any marks on the ground, trees, buildings or other areas of evidence should be protected.
- C. Each and every piece of the wreckage, its exact location, is important to investigate an accident. **NOTHING SHOULD BE MOVED OR DISTURBED OTHER THAN NECESSARY TO RESCUE SURVIVORS.** Diagrams and/or photographs should be made if possible to record the location of any wreckage, which must be moved or disturbed.
- D. As soon as possible, a perimeter should be established to protect the wreckage from unauthorized persons. Interested public must be restricted access to the crash site. Room must be provided to enable authorized personnel to carry out necessary rescue, fire control or investigation.
- E. The news media should be asked to cooperate with the agencies responsible for on sight coordination. No statement should be given or issued as to cause or probable cause except by officials of F.A.A. or Military Officer-In-Charge. All other inquiries should be directed to on sight director. The media should be discouraged from taking photographs of the deceased or injured. Under no circumstances will photographs be allowed of any classified material which is exposed. Media, must at all times, be prevented from interfering with rescue or investigation of a crash.

VII. RESPONSIBILITIES OF RESPONDING AGENCIES

To successfully respond to aircraft emergencies, all agencies must be fully aware of their responsibilities and work together as a team. Each agency will have a ranking representative respond to the Airport conference room in the main terminal to establish a command post. A staging area will be established at the Terminal Building on the

access ramp to the runway for emergency personnel and vehicles.

A. County Fire Department

1. Upon notification, the appropriate fire company or companies shall be instructed as to the location and nature of the emergency.
2. The senior fire officer will be the on site commander in the event of fire or major fuel spill. This officer will direct assignment of fire and rescue personnel to appropriate location requiring control. For any such accident on airport property, the senior officer will work with the airport manager, or his designed FBO manager, but will be designated on-site commander until fire is under control or measures to insure fire protection are implemented. The senior fire officer will notify the airport manager when the fire is under control. Upon notification, the airport manager or his designee will be the on site director.

B. County Rescue Squads

1. Each squad will be notified as to the location and nature of the emergency.
2. Additional information shall indicate the number of occupants, if known, or in lieu of this, the seating capacity.
3. Under the supervision of the on-site commander, the rescue squad will be responsible for the removal of survivors, injured or dead. Because of the danger from fuel spills, protective clothing will be worn.

C. County Police

The County Police personnel will have the responsibility of securing the crash site to include the following duties:

1. The first arriving officer will respond to Company 15 to pick up the remote gate activator and the gate access card. (Note: Some permanent beat officers and shift supervisors have access cards assigned to them by the Chester Station Administrative Sergeant.) This officer will then report to the gate located at the fuel farm. Once there, this officer will open the gate as needed for additional fire and police units. This officer will NOT proceed past the hangars unless directed to do so by the Fire Department. This officer will be the incident commander for the Police Department until relieved by a supervisor.
2. If the aircraft is still enroute to the airport, the second responding officer will respond to the intersection of Airfield Drive and Whitepine Road. Traffic will only be controlled if there is an actual plane crash on, or near, the airport. If there is a crash, this officer will allow only additional Police, Fire, and Rescue unit's access to the airfield. Media will be staged until all responding units have arrived. Members of the media will be directed to the airport terminal once they are granted access to the area.
3. The third officer will report to Company 15 and assume the duties of the Staging Officer for all additional units responding to the call. This officer will compile a log of all units on scene at the fire station and interface with the Staging Officer of the Fire Department to ensure all units have

rapid access to the crash site.

4. If the aircraft declaring an emergency is still inbound to the airport, the first supervisor to arrive will meet the Battalion Chief or incident commander from the Fire Department, at midfield and coordinate the response from the Police Department. If the aircraft has crashed, the first responding supervisor will go directly to the crash site. No one, other than emergency workers and police officers will be allowed within 2000 feet of the crash sight. The crash site will be declared a crime scene and be maintained as any other crime scene would be.
5. Additional units will respond as requested and directed by the police supervisor on scene. (Responding officers will stage at Airfield Drive and Whitepine Road if not directed or tasked immediately upon arrival).
6. The Police Incident Commander will direct all County Police operations and personnel, and assist as requested the Fire Department, the State Police, the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB) and airport personnel.
7. The Chesterfield County Fire Chief, or his/her representative, will be the on-site coordinator for all crashes at the airport property until the situation is stable.
8. When required by the on scene incident commander, police will evacuate endangered buildings. When the decision is made to evacuate buildings, we have the responsibility to safeguard those premises.
9. When news media arrives at the entrance to the airport, they will be instructed to assemble at the Airport Terminal Building unless otherwise directed by the on scene incident commander.

D. State Police

It shall be the duty of the State Police or Chesterfield County Police to investigate all accidents, on or off premises of airport, within the provisions provided by Title 5.1 of the Code of Virginia.

- E. The Federal Aviation Administration or National Transportation Safety Board (N.T.S.B). The F.A.A. or N.T.S.B. will have primary responsibility to investigate all accidents involving injuries or death. NO wreckage may be removed until permission is given by the F.A.A. or N.T.S.B. representative.

F. F.B.I.

The F.B.I. will investigate those accidents which involve airlines or military aircraft.

G. Military

Military aircraft accident operations will be directed by the military on site director.

H. Airport Personnel

1. The Fire Chief, or his representative, will be the on-site commander for all crashes on the airport property until the situation is stable, at which time the airport manager or designated FBO manager will assume command. If the accident involves fire or military aircraft, he will work in conjunction with ranking fire or military personnel.
2. All removal of wreckage will be directed by airport manager or designated FBO manager to assure minimum further damage to aircraft.
3. The Airport manager or designated FBO manager will be available to advise other agencies of regulations, procedures, and offer assistance as possible.
4. If the airport manager is not available, other airport personnel will be designated responsible.
5. Airport personnel will be responsible for notifying the F.A.A. for runway closing, etc.
6. The Airport manager, in general, will work as coordinator between agencies.

TELEPHONE DIRECTORY

<u>Airport Manager's Office</u>	743-0771
Charles Dane, Manager	543-2761 cell
Robert Cheatham, Airport Maintenance Supervisor	717-0667
	530-3943 home
	351-9041 pager
	399-2599 cell
Dominion Aviation Services - FBO	
Thomas Mickel, President	271-7793 work
	285-9502 home
John Kay, Manager/Chief Pilot	271-7793 work
	358-1062 home
<u>Federal Aviation Administration</u>	
Tower Chief	222-7463
General Aviation District Chief	222-7494
Flight Services - 24 hour service	1-800-992-7433
F.B.I.	644-2631
<u>Fire, Chesterfield County</u>	748-2291
Emergency calls within Chesterfield: 911	748-2291 (Outside County)
Paul Mauger	751-4726
<u>Emergency Management</u>	
Lynda Price	748-1236
<u>Hospitals</u>	
Chippenham	320-3911
Medical College of Virginia	786-9000
Johnston-Willis	330-2000
<u>Military</u>	
Virginia Army Guard, Operations Officer for Army	222-4580
National Transportation Safety Board 24-hour	201-334-6596
<u>Police</u>	
Chesterfield County Emergency calls within Chesterfield: 911	748-5881 (Outside County)
Patrol Division	748-1258
Col. C. R. Baker - Chief	748-1266
Virginia State Police	1-800-522-9965
First Division Headquarters - 24 hours	553-3444
Captain in charge of First Division	674-2044
Chesterfield Area Office (8:30 a.m.-5:00 p.m.)	275-6335
First Sergeant in charge of Chesterfield	275-6335
	748-2124 (Pager)
(VA. State Police)	266-2441
<u>Rescue Squad</u>	
Emergency calls within Chesterfield:	911
	748-2291 (Outside County)
Non-Emergency	748-1251
<u>County Administration</u>	748-1211

This Checklist is a mini-plan. For details in connection with specific emergency situations, or administrative functions, refer to the appropriate parts of the County of Chesterfield's Emergency Operations Plan.

Please inform the Coordinator of Emergency Management, Lynda F. Price (804-748-1236), of any corrections deemed necessary.

County of Chesterfield
P.O. Box 40
Chesterfield, Virginia 23832

Purposes

The purposes of this Emergency Checklist are to:

1. Designate the person in primary operational control of specific emergency/disaster situations and critical administrative functions.
2. Describe the essential elements of the Integrated Emergency Management System (IEMS).
3. Provide the department/activity directors and other emergency workers a short, readable and readily available listing of task assignments to be carried out as required in emergency situations.
4. Provide for continuity of county government following any disaster situation.
5. Provide an easily read summary of the elements of the Chesterfield Emergency Operations Plan.

Elements of the Integrated Emergency Management System (IEMS)

1. **Mitigation.** Activities designed to avoid or prevent emergencies from occurring, and to reduce the ill effects of those that are unavoidable. This is the best form of emergency management that can be exercised.
2. **Preparedness.** If an emergency cannot be avoided, then be prepared to cope with it. Planning and training are the essential elements of preparedness, as are proper and adequate supplies, equipment, facilities and dedicated personnel.
3. **Response.** Time and speed are the elements of response. Get to the scene of an emergency quickly and take immediate and decisive actions that will eliminate or reduce the severity of the incident, or will prevent it from intensifying. Such operations may include warning, evacuation, suppression, rescue, apprehension, treatment, and, in extreme cases, withdrawal for safety reasons.
4. **Recovery.** The return to normal, or improved, state of being. It extends over both the long and short terms. It involves physical, mental and financial aspects. It includes repairing, replacing, or rebuilding property; regaining health, use of limbs, state of mind, and monetary stability. These factors may vary in degrees.

Primary Incident Management

Definition. Full and complete authority and responsibility, second only to the County Administrator, commensurate with command. This individual is in charge of tactical operations in the field and is known as the Incident Commander (IC). Judgment will be exercised, so far as the tactical situation permits, to confine assignments given to support personnel to traditional, professional and technical duties for which they have been trained and with full consideration of their safety.

The department that is assigned primary incident management will establish command and may call upon other departments, as required, for tactical operations, support and assistance.

The department assigned primary incident management of specific emergency situations and critical administrative functions is as follows:

Emergency Situations

Aircraft Crash - Incident Management: Fire Department

Fire Operations: fire suppression, rescue operations and hazardous materials.

Police Operations: security of the area, evacuation, traffic control and assist with post-crash investigations.

Bomb Threat/Detonation - Incident Management: Police Department

Police Operations: Threat.

Fire Operations: Detonation.

Civil Disorder, Hostage, Terrorism - Incident Management: Police Department

Police Operations: law enforcement, traffic control.

Construction Accident - Incident Management: Fire Department

Fire Operations: fire suppression, rescue, and hazardous materials.

EMS Operations: patient care and transportation.

Police Operations: law enforcement, evacuation, and traffic control.

General Services Operations: heavy equipment use and control for debris removal.

Earthquake - Incident Management: Fire Department

Fire Operations: fire suppression, rescue, and hazardous materials.

Police Operations: law enforcement, evacuation.

General Services Operations: heavy equipment use and control for debris removal.

EMS Operations: patient care and transportation.

Explosion, other than Bomb Detonation - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

Fire and Rescue - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

EMS Operations: patient care and transportation.

Flood - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

Police Operations – Evacuation.

Food Poisoning - Incident Management: Health Department

Health Department Operations: poison, disease, epidemic and etiologic agents.

Hazardous Materials - Incident Management: Fire Department

Fire Operations: fire suppression, rescue, chemical and radiological releases and patient decontamination.

Police Operations: traffic and crowd control, law enforcement, and evacuation.

Health Department Operations: poison, disease, epidemic, and etiologic agents.

EMS Operations: patient care and transportation.

High-Rise Building Accident - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

Police Operations: law enforcement, evacuation and traffic control.

General Services Operations: heavy equipment use and control for debris removal.

EMS Operations: patient care and transportation.

Oil Spill - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

Pipeline Accident - Incident Management: Fire Department

Fire Operations: fire suppression, rescue and hazardous materials.

Product Contamination - Incident Management: Fire Department

Fire Operations: Hazardous Materials.

Health Department Operations; safeguard public health.

Transportation Accident (Rail, Bus, Truck) - Incident Management: Fire

Fire Operations: fire suppression, rescue and hazardous materials.

Police Operations: law enforcement, evacuation, and traffic control.

General Services Operations: heavy equipment use and control of debris removal.

EMS Operations: patient care and transportation.

Water Contamination - Incident Management: Health Department

Health Department Operations: safeguard public health.

Utilities Operations: providing potable water.

Windstorm, Tornado, Hurricane - Incident Management: Fire Department

Fire Operations: fire suppression, rescue, and hazardous materials.

Police Operations: law enforcement, evacuation and traffic control.

General Services Operations: heavy equipment use and control of debris removal.

EMS Operations: patient care and transportation.

Administrative Functions

Emergency Information Center

Public Information Officer

Emergency Operations Center (EOC)

Director of Emergency Services, County Administrator

Evacuation (Peacetime)

Police Operations

Increased Readiness

Coordinator of Emergency Management

Initial Damage Assessment

Coordinator of Emergency Management

Director of Building Inspections

Land Contamination

Director, Health Department

Mitigation

Respective Department Directors

Public Information

Public Information Officer

Resources Management

Respective Department Directors

Training

Respective Department Directors

How to get State or Federal Assistance

The county is not permitted to call state and federal (including military) agencies directly for assistance.

The channel through which the county requests state or federal assistance, including military assistance, is the Virginia Department of Emergency Management (VDEM) at 804-674-2400.

The Coordinator of Emergency Management is the liaison with the state office. The County Administrator and Board of Supervisors makes formal request for state or federal assistance.

Common Emergency Task Assignments

Some emergency task assignments are the responsibilities of all department/activity directors, as well as individual employees.

Before

There are preparatory and precautionary actions that should be taken before an emergency occurs:

- a. Mitigate hazards and their ill effects.
- b. Alert personnel of an emergency situation.
- c. Provide protection for personnel and property.
- d. Report an emergency situation quickly.
- e. Establish and maintain lines of succession.
- f. Maintain roster of departmental personnel.
- g. Maintain inventory and sources of supply for emergency-required equipment and supplies.
- h. Maintain roster of contacts for outside assistance.
- I. Conduct personnel emergency training programs.
- j. Familiarize all personnel with emergency duties.
- k. Plan, prepare, maintain and implement internal departmental emergency operation procedures.
- l. Develop staffing plans.

During

There are other common actions that are to be taken during emergency operations:

- a. Provide food, appropriate clothing, supplies, equipment and facilities for emergency workers.
- b. Rotate emergency workers to avoid excess fatigue.
- c. Maintain accurate record of disaster expenses.
- d. Remain cool, calm, collected; do not panic! Everyone's cooperation is necessary in order for the plan to become functional.

After

At the conclusion of emergency operations:

- a. Clean, repair and replenish supplies, equipment and facilities.
- b. Assess damage in county, necessary for federal and state reimbursement.
- c. Evaluate and revise plan as necessary.

Department/Activity Emergency Task Assignments

The following is a list of those task assignments each county department/activity is responsible for carrying out in the event of an emergency/disaster in Chesterfield County.

The task assignments apply to virtually all hazards and emergency situations. They are selected from the county's emergency operations plan. They are not necessarily all-inclusive. However, they are the most urgent ones to be accomplished. Some essential tasks are not included.

The exercising of individual judgment, initiative, common sense, awareness, urgency, cooperation and coordination is essential in accomplishing these emergency task assignments.

The task assignments are written in broad, general terms. They purposely do not tell department/activity directors how to do their jobs. Those details are left up to the directors to be included in their own internal emergency plans and operating procedures. (See department functional appendices.)

Board of Supervisors

Assume ultimate responsibility to the citizens of Chesterfield County for the state of emergency preparedness and the capability of the county to successfully cope with and recover from an emergency/disaster situation.

**County Administrator
(Director of Emergency Management)**

Assumes overall responsibility for the county's state of emergency preparedness and capability to cope with and recover from an emergency/disaster situation or recommend that the Board of Supervisors declare an emergency (see Section 44-146.21, Virginia Emergency Services and Disaster Law).

Assume overall control of emergency operations through the appropriate emergency service chief.

Activate the emergency operations center and assume primary operational control of it.

Activate the emergency public information system.

Make formal request for state and/or federal assistance as required.

Approve initial damage assessment and revisions to it.

Provide personnel to staff the message control and distribution center of the emergency operations center.

Terminate the emergency.

Activate the Statewide Mutual Aid Agreement, if needed.

Emergency Management

Prepare and maintain county's overall emergency operations plans.

Advise County Administrator in emergency preparedness matters.

Report to and manage the emergency operations center.

Maintain liaison with state and federal emergency agencies, and adjacent jurisdictions.

Coordinate the preparation and submission of the initial damage assessment report and revisions to it.

Coordinate increased readiness actions.

Coordinate emergency operations center training.

Commander, Fire Operations

Assume primary operational control of fire suppression, rescue, explosion and hazardous materials.

Implement Incident Command System (ICS) to provide command and control functions for fire department.

Respond to emergency operations center and/or field command post.

Coordinate emergency medical services operations, with Rescue Squads liaison.

Establish triage operations (Refer to Multi-Casualty Incident Plan.)

Implement mutual aid agreements with other jurisdictions.

Assist in initial damage assessment (ref. dead and injured) and revise accordingly.

Assist police in evacuation.

Assist with treatment and transport of injured to hospitals, dead to morgues.
Continue fire suppression operations for the remainder of the county.

Maintain radiological monitoring (RADEF) for personnel protection and reporting, as needed.

Commander, Police Operations

Assume primary operational control of law enforcement, evacuation, traffic and crowd control, security of emergency area, bomb threat or detonation, civil disorder, hostage or terrorist situation.

Respond to emergency operations center and/or field command post.

Provide traffic and crowd control.

Secure the emergency area.

Conduct evacuation, as required.

Warn residents and businesses by telephone, public address systems, knocking on doors and any other means necessary.

Prescribe evacuation routes to follow.

Provide security at shelters.

Prevent reentry into damaged or contaminated buildings or areas.

Assist in search and rescue operations.

Maintain law and order throughout county.

Assist, as required, in transportation and security of inmates from the county jail.

Control access of news media, reporters and photographers as necessary, and as requested by public information officer.

Prevent looting and pilfering.

Implement mutual aid agreements with other jurisdictions.

Conduct investigations and provide emergency intelligence, as required.

Assist in state and federal investigations and identifications, as required.

Public Information

Respond to the Emergency Operations Center.

Prepare news releases.

Maintain liaison with news media.

Establish news media briefing room.

Control news media, reporters and photographers from interfering with emergency operations, assisted by police, as required.

Serve as central clearinghouse for information to the media.

Serve as the source through which the media will gain information from, and access to, public officials, if required.

Activate and maintain the emergency information center to furnish current and accurate information to the general public making inquiries.

Maintain liaison with the emergency operations center and the field command post in order to stay abreast of current information.

Establish procedures for the flow of information to the public in an emergency/disaster situation.

Prepare and maintain lists of newspapers, radio and television stations, including names and telephone numbers of their key personnel as contact points.

Director, General Services

Dispatch representative to the emergency operations center.

Control necessary demolition of damaged structures, walls, etc.

Oversee the operations of a salvage facility.

Provide for refuse and debris disposal.

Provide personnel and equipment for debris clearance.

Assist in preparation of initial damage assessment report and revisions to it.

Coordinate restoration of necessary county facilities to operating condition.

Director, Health Department

Respond to the Emergency Operations Center.

Establish medical and dental case centers.

Provide medical and public health support to evacuees.

Register the dead, as required.

Open and operate a temporary morgue as a back up to hospital facilities.

Coordinate with Virginia Funeral Directors Association (804-264-0505) for assistance with body interment.

Arrange for refrigeration of bodies.

Provide for the inspection/purification of food, milk and water supplies.

Inspect and control sanitary conditions.

Coordinate insect and rodent control.

Provide medical counseling and advisories.

Assist in initial damage assessment and revisions to it.

Coordinate activities with area hospitals.

Director, Social Services

Respond to the Emergency Operations Center

Manage and register evacuees in shelter(s).

Provide for supplemental lodging (hotels, motels, etc.).

Assist with feeding evacuees.

Reunite families that have become separated.

Coordinate religious services.

Provide emergency social services as required.

Superintendent of Schools

Respond to the Emergency Operations Center.

Furnish school buses and drivers for evacuation.

Make school facilities available as evacuation centers, aid stations, morgues, etc., as required.

Perform initial damage assessment of school facilities and revisions to it.

Be prepared to evacuate children from schools, if required.

Recall essential workers for school cafeteria, maintenance and security work, if required.

Director, Extension Services (VPI & SU)

Assist in preparation of initial damage assessment report and revisions to it.

Forward report through channels to the Virginia Department of Emergency Management the Governor and VPI & SU Extension Division.

Building Inspection

Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting reoccupancy.

Conduct necessary inspections to insure the integrity of structures following an incident and that there is no danger of additional damage.

Assist in preparation of initial damage assessment report and revisions to it.

Real Estate Assessments

Assist in initial damage assessment, and revisions to it, as to property appraisals, values and damage sustained.

Sheriff

Maintain and control jail facilities and/or any satellite facilities, as necessary.

Take control of, and provide facilities for, holding arrestees until proper processing can be accomplished.

Assist Police Department, as needed.

Assist in dissemination of warnings.

Provide transportation for prison population, if it becomes necessary to evacuate.

Provide security for Emergency Operations Center.

Assist with emergency debris removal.

Director, Environmental Engineering

Maintain the public storm sewers and other drainage facilities.

Provide assistance in mapping.

Assist in damage assessment, including buildings, flooding and above and below grade drainage.

Assist with emergency debris removal.

Directors, Utilities

Insure adequate supplies of water.

Provide for the operation of the sewage disposal system.

Assist with emergency debris removal.

**Chesterfield
County
Hazard
Specific
Annex**

Part II

**December, 1986
Revised December, 2004**

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CHESTERFIELD COUNTY
HAZARDOUS MATERIALS EMERGENCY PLAN ANNEX

PURPOSE

The Chesterfield County Hazardous Materials Emergency Plan is an Annex to the Chesterfield County Emergency Operations Plan. The purpose of this plan is to establish the legal and organizational basis for operations in Chesterfield County in response to any incident that involves, in whole or in part, hazardous materials, especially air releases. Contingency planning helps to save lives, property, and money in minimizing the effects of a disaster and expediting recovery operations. This plan satisfies the requirements of the Superfund Amendment and Reauthorization Act of 1986, Title III and its subsequent amendments through December, 2004.

The Chesterfield County Emergency Operations Basic Plan is the operating plan to this annex. The Basic Plan, as it will be referred to in this text, should be referred to for basic assumptions, assignment of duties, basic direction and control and for annexes, which include the function of participating departments within the County. The authority for adoption of the policy is incorporated into the Basic Plan.

County of Chesterfield Emergency Operations Plan, Hazard Specific Annex Part II
Hazardous Materials Emergency Plan

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Chesterfield County, Virginia

Chesterfield County is in the Coastal Plain and Piedmont sections of east-central Virginia. It is bounded on the north by the City of Richmond and Henrico County; on the east by Henrico and Charles City Counties; on the south by Dinwiddie, Prince George, and Amelia Counties; and on the west by Amelia and Powhatan Counties. The James River forms the northern boundary, and the Appomattox River, the southern boundary. The county has an area of 285,440 acres, or 446 square miles.

From east to west, Chesterfield County is crossed by U.S. Highways 60 and 360; from north to south, by U.S. Highways 1 and 301 and Interstate Highway 95 and Route 288. The population in 1970 was 77,046, and in 1987 was 191,000, and in 1994 was 231,700, in 1997 was 248,000 in 2000 it was 258,500 and in 2003 it was 284,000. The largest towns are Chester, Midlothian, and Chesterfield Court House, the county seat.

Workers in Chesterfield County are employed 16.6% in government, 10.5% in industry. Other employment in the county include wholesale and retail **19.3%**, services **32.4%**, construction **7.7%**, transportation **3.6%**, and finance, insurance and real estate **6.6%**. Urban development has progressed rapidly during the past decade. Services are the fastest growing sector of the county's economy.

County of Chesterfield Emergency Operations Plan, Hazard Specific Annex Part II
Hazardous Materials Emergency Plan

Chesterfield County Facilities

<u>Agency Name</u>	<u>Street Address</u>	<u>Coordinator</u>	<u>Extremely Haz. Substances</u>
Air Products	1800 Battery Dantzler Rd	Robert Carter	Ammonia Hydrogen Chloride
Alltel Virginia	2501 Goodes Bridge Road	Wayne Duty	Sulfuric Acid
Appomattox River Water Authority	21300 Chesdin Rd.	Richard Hartman	Chlorine
AT & T	2500 Turner Road	Clint Taylor	Sulfuric Acid
	2510 Turner Road	Connie Barnes	Sulfuric Acid
	20425 DuVal Road	Clint Taylor	Sulfuric Acid
Brown & Williamson Hamner	13101 N. Enon Church Rd.	Willis Murphy, Jr.	Chlorine Nitric Acid
Carbonic Industries	1200 Bellwood Road	Jim Warner	Ammonia
Chemicals and Solvents, Inc.	16020 Continental Blvd	Jamison Austin	Formaldehyde Hydrochloric Acid Hydrofluoric Acid Hydrogen Peroxide Sulfuric Acid
Combined Support Maintenance Shop	3100 Alcott Road	Charles Gietzer	Sulfuric Acid
Defense General Supply Center	Petersburg Turnpike	Bruce Butcher	Varied
E. I. DuPont deNemours James River	1201 Bellwood Rd.	Frank Dreusicki	Sulfuric Acid
Spruance	U.S. Hwy 1 at Cogbill Rd.	R. L. Dunn	Chloroform Carbon Disulfide Chlorine Sulfuric Acid Hydrochloric Acid

County of Chesterfield Emergency Operations Plan, Hazard Specific Annex Part II
Hazardous Materials Emergency Plan

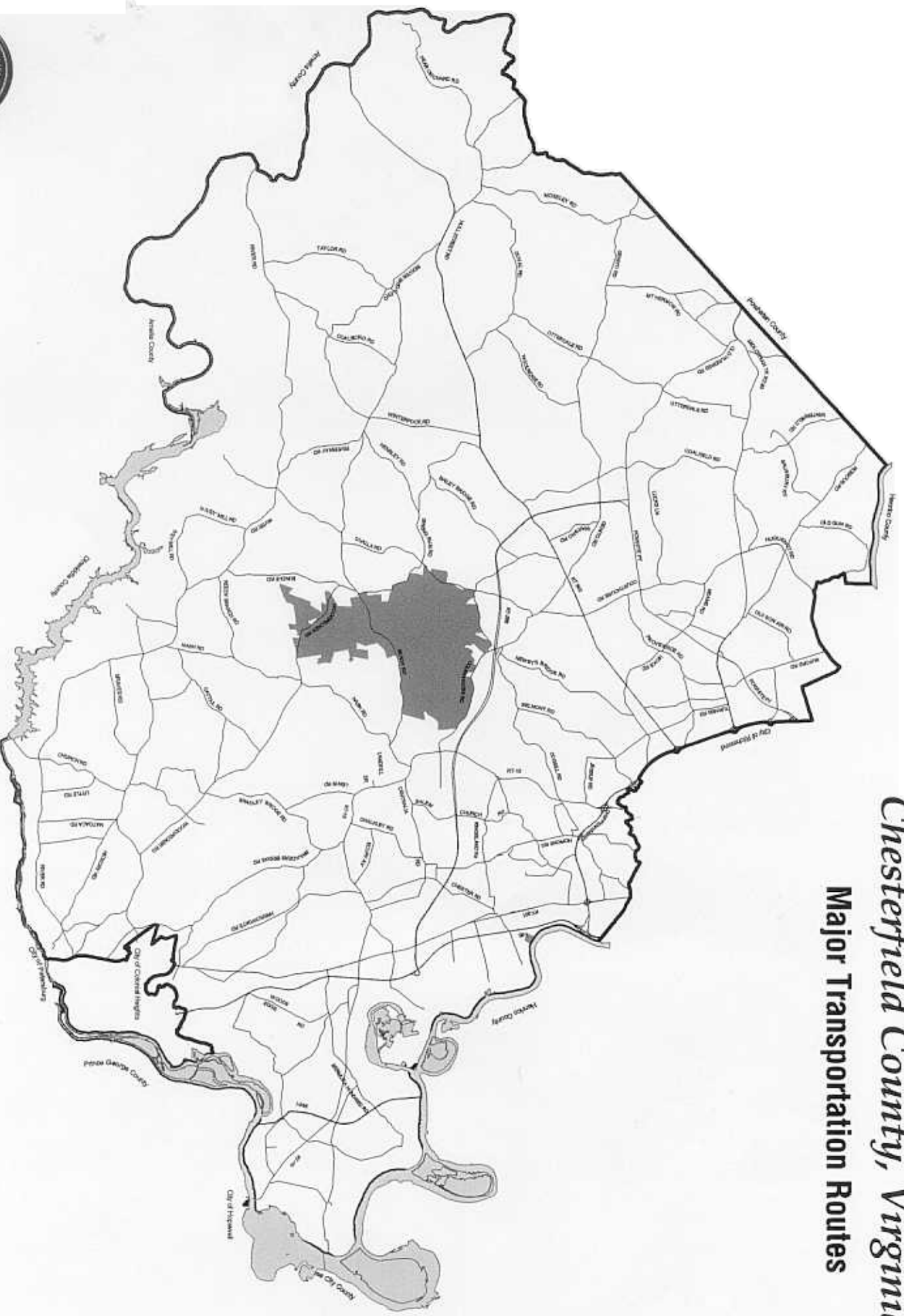
<u>Agency Name</u>	<u>Street Address</u>	<u>Coordinator</u>	<u>Extremely Haz. Substances</u>
Dominion Power Corp. Chesterfield Power Station	500 Coxendale Rd.	Bennie Tomlinson	Sulfuric Acid Cyclohexylamine
DuPont Polyester Films	Discovery Dr. (Bermuda Hundred)	W B Lanning	Ammonia Chloroform Nitric Acid Paraquat
Honeywell	4101 Bermuda Hundred Rd	D. S. Billingsley	Chlorine Cyclohexylamine
Hoover & Strong	10700 Trade Rd.	Bill Tomlinson	Anhydrous Ammonia Nitric Acid Sodium Cyanide Brik
Industrial Chem. Inc.	2540 Bellwood Rd.	William Lane	Nitric Acid Muriatic Acid Sulfuric Acid
Kaiser Aluminum Extrusion	1901 Reymet Rd.	Grover Stell	Ammonia Anhydrous
NAPA Distribution	800 Southlake Blvd	Bryan Yoyo	Sulfuric Acid
Philip Morris	Park 500 4100 Bermuda Hundred Rd., Chester	Pat Puglisi	Chlorine Sulfuric Acid
PPG Finishes	8021 Reycan Road	Clinton Miller	Toluene
Rehrig International Inc.	1301 Battery Brooke Pkwy	Robert Brandau	Hydrochloric Acid Sulfuric Acid Sodium Hydroxide Chromium
Reynolds Bellwood Printing	2001 Reymet Road	Laura Colement	Toluene
Richfood	1135 W. Hundred Road	Jim Wessel	Anhydrous Ammonia
Sun Chemical Corp.	16000 Continental Blvd	Rick Stull	Ethyl Acetate

County of Chesterfield Emergency Operations Plan, Hazard Specific Annex Part II
Hazardous Materials Emergency Plan

<u>Agency Name</u>	<u>Street Address</u>	<u>Coordinator</u>	<u>Extremely Haz. Substances</u>
UNIVAR	1001 Old Bermuda Hundred Rd., Chester	Jeff Moats	Hydrochloric Acid Hydrogen Peroxide Sulfuric Acid Nitric Acid Sulfur Dioxide Cyclohexylamine Chlorine Ammonia Anhydrous Formaldehyde Hydrofluosilic Acid
Van Waters & Rogers	9733 Coach Rd.	Ed Collins	Chlorine Sulfuric Acid Hydrogen Chlorine Hydrogen Peroxide Ethylene Oxide
Verizon	16500 Happy Hill Rd	Richard Clark	Sulfuric Acid
	11511 Hull Street Road	Robert Davidson	Sulfuric Acid
Wako Chemicals USA, Inc.	1600 Bellwood Rd.	David Alwood	Ammonia Sulfuric Acid Hydrogen Chloride Toluene
WorldCom	2800 Laurelbrook Drive		Sulfuric Acid

Chesterfield County, Virginia

Major Transportation Routes



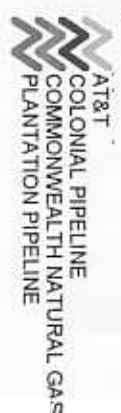
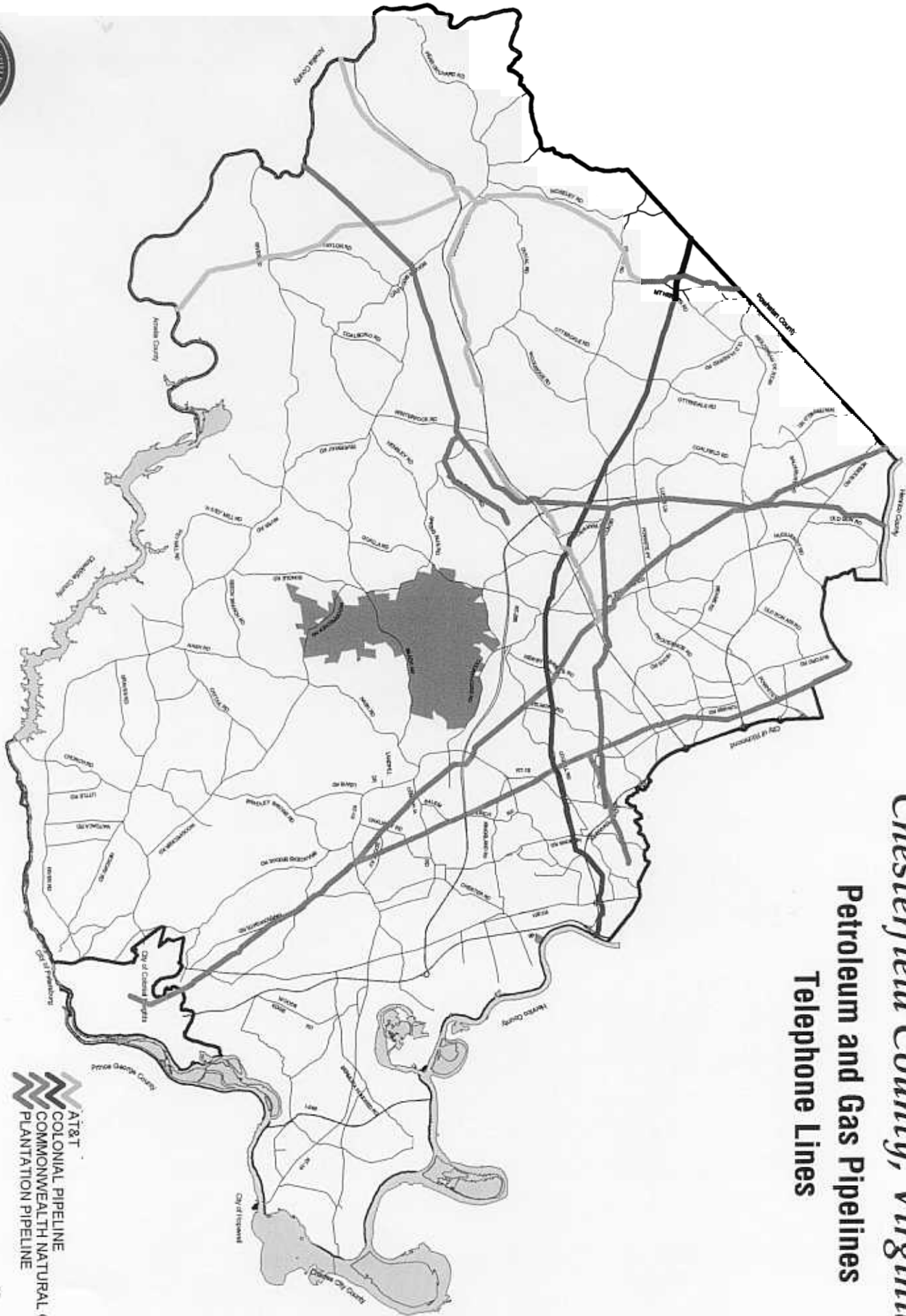


Fluoridation





Petroleum and Gas Pipelines Telephone Lines



EMERGENCY RESPONSE

I. Mission

To protect the public from harmful effects when a hazardous material is released into the environment.

II. Organization

A. The Fire Department will be responsible for responding to a hazardous material release.

B. The Fire Department Hazardous Incident Team should be notified immediately, and will assist the Incident Commander upon arrival. The Incident Commander is in charge of the scene. First responders, such as County Police personnel, will assume command until the arrival of the Fire Department. First responders or the Hazardous Incident Team should implement immediate protective action. The County Police Department is responsible for traffic control and directing evacuation. The Coordinator of Emergency Management is responsible for coordinating the response and providing resources from the Emergency Operations Center.

C. If the emergency is of such magnitude that local resources are inadequate, the following organizations are available to provide information and advice.

- (804)
1. Virginia Department of Emergency Management, Hazardous Materials Officer, 674-2400 or 1-800-468-8892.
 2. Chemical Transportation Emergency Center (CHEMTREC), 1-800-424-9300 (toll free).
 3. Pesticide Safety Team Network (PSTN), contact through CHEMTREC, 1-800-424-9300 (toll free).
 4. Pesticides - Department of Agriculture and Consumer Services, (804) 786-3798.
 5. Radioactive Materials - Department of Health, (804)786-5932, 24 hr. (800)468-0138
 6. Etiological Agents - Department of Health (804)786-5188.
 7. Oil or Other Polluting Substances in Water - Department of Environmental Quality, (804)762-4000.
 8. Hazardous Chemicals - Division of Consolidated Laboratory Services, (804)786-7905.
 9. Federal and State Assistance - Department of Emergency Management, (804)674-2400.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

D. Mutual Aid may be requested.

1. Virginia Department of Emergency Management Regional Hazardous Materials Team, Henrico County Hazardous Incident Team (804) 674-2400.
2. Richmond Fire Department (804) 646-5000.
3. Statewide Mutual Aid Agreement - Virginia Emergency Operations Center (804) 674-2400.

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Concept of Operations

Initial response to a transportation or fixed facility accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The Hazardous Materials Incident Report form should be used to record the necessary information. The incident should then be reported to the Virginia Department of Emergency Management, which will provide technical guidance and coordinate assistance as required.

The U.S. Department of Transportation "Hazardous Materials Emergency Response Guidebook" has been developed for use by firefighters, police and other emergency services personnel when they are called to respond to an incident. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken. All potential first responders should be familiar with and have ready access to this handbook.

Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but emergency services personnel. The legal duty for reporting, containment, and cleanup of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then Chesterfield County, within its capability, shall act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, Chesterfield County will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

A working relationship has been established and is being maintained between Chesterfield County and the management of local industrial plants where hazardous substances are used. Materials have been identified and planned response procedures have been coordinated, through the Chesterfield Emergency Planning Committee.

Communications networks will consist of those employed in other peacetime emergencies but must be adequate to provide effective direction, control, and coordination of emergency operations peculiar to accidents involving hazardous materials.

An accident involving radioactive materials could result in the uncontrolled release of radiation and could pose a health hazard to those exposed, including emergency services personnel. Radiation measuring and detection instruments in the hands of trained personnel are the only means of gaining reasonably accurate information of the radiation level at the accident site.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

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Radiological Protection.

The heads of law enforcement and fire and rescue services will help to insure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times. All law enforcement patrol cars, fire and rescue, and all other emergency services vehicles should contain a copy of the Hazardous Materials Emergency Response Guidebook.

Departments and agencies assigned duties to respond to an accident involving hazardous materials have developed procedures to insure an adequate response capability.

In the event of police response, because of the hazard which might exist or may develop through an accident, especially a derailment or overturned vehicle transporting hazardous materials, officers must exercise extreme caution. Therefore, police officers shall recognize that a hazardous material is present, assist in identifying the substance, and be in charge of evacuation should this be deemed necessary by the Incident Commander, Fire Chief, or County Administrator.

Emergency Management Actions - Hazardous Substances

1. Normal Operations
 - a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants and CEPC.
 - b. Provide or coordinate training for fire, police and rescue personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.
2. Increased Readiness – Credible Threat
3. Emergency Operations
 - a. Mobilization Phase
 - b. Response Phase
 1. Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook and Tab B.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

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2. If hazardous materials are involved, isolate and secure the accident scene.
3. Notify the Fire Chief.
4. Establish and maintain direct communications between the EOC if it is activated and the Fire Chief, or Incident Commander.
5. Reports to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the transportation company involved.
6. Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation and shelter in place.
7. Direct protective action, as appropriate.
8. Alert the hospital to be prepared to receive potential victims and of the nature of the hazard.
9. Conduct radiological monitoring, if appropriate. See Basic Plan, Functional Appendix 10: Radiological Protection.
10. Continue to provide periodic status reports to the State EOC.
11. Declare the area safe for reentry after danger has passed.

4. Recovery

- a. Restore facilities and services.
- b. Assess damages.
- c. Collect expenses and submit to Disaster Recovery Team (See Disaster Recovery Team Annex)
- d. Request post-disaster assistance, as appropriate.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

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**CHESTERFIELD FIRE DEPARTMENT
HAZARDOUS INCIDENT TEAM
INCIDENT RESPONSE REPORT**

CA# _____ TIME _____ DATE _____

LOCATION _____

RESPONSIBLE PERSON _____ TELEPHONE# _____

MATERIAL INVOLVED _____

TYPE OF INCIDENT _____

PERSONNEL RESPONDING AND FUNCTION

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

TOTAL HOURS: _____ TOTAL MANHOURS: _____ COST: _____

EQUIPMENT USED / COST

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Reportable Chemical Releases from Business and Industry

According to the Superfund Amendment and Reauthorization Act of 1986, business and industry in Chesterfield County are required under Public Law 99-499, Section 304 as described in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA 302.4) and 51 CFR 34541 and CERCLA 103 (A) to report releases of the reportable quantities (RQ) to the community emergency coordinator for the local emergency planning committee and to the State Emergency Planning Commission. Business and industry will call 751-4400 for non-emergency reports and 911 for emergency releases. See EMOI #6..

These reports are located in Fire Administration, Emergency Management.

Date _____

CHEMICAL RELEASE NOTIFICATION

Emergency (Requesting Fire Department response) Dial 911

Non-Emergency (Not requesting Fire Department response) Dial 751-4400

Address _____

Plant Name _____

Caller's Telephone Number _____

Do you need Fire, Police, or Rescue Departments to respond? Yes No

Do you have this situation under control? Yes No

1. Chemical name of substance released _____

Chemical Form: Solid Liquid Gas

2. Quantity (lbs. or gallons) _____

3. Date and time of release _____

4. Duration of release _____

5. Release was into: Air __ Surface Water __ Sewer __ Ground

6. Battalion Chief notified _____
Name _____ Time _____

* Complete if Fire Department Responds *

7. Name and phone # of person to contact for further information:

8. _____
Time and date the Assistant Emergency Management Coordinator was notified:

9. _____
Anticipated acute or chronic health risks:

10. _____
Advice on medical attention for exposed individuals (if appropriate)

11. _____
Proper precautions to take (including evacuation if appropriate)

12. _____
Response actions to contain the release:

--

**OPERATIONAL POLICIES FOR TRANSPORT
OF PATIENTS EXPOSED TO A HAZARDOUS MATERIALS INCIDENT
BY HELICOPTER MEDEVAC SERVICES IN VIRGINIA**

The following operational policies have been developed by the State Medevac Committee representing the following helicopter medevac services licensed and/or operating in the Commonwealth of Virginia:

ARIES - Fairfax County Police Department
Life-Guard 10 - Roanoke Memorial Hospital (Roanoke)
Med-Flight I - Virginia State Police (Chesterfield)
Med-Flight II - Virginia State Police (Abingdon)
MedSTAR - Washington Hospital Center (Washington, D.C.)
Nightingale - Sentara Norfolk General Hospital (Norfolk)
U.S. Park Police - Washington D. C.

These policies were approved unanimously by the State Emergency Medical Services Advisory Board on January 29, 1988 and become effective immediately.

1. Helicopter Medevac services licensed and/or operating in Virginia will transport patients contaminated with gasoline, diesel or other motor fuels only after clothes have been removed and the patients have been decontaminated with soap and water.
2. No other contaminated patients will be transported by these helicopter medevac services. If the duty flight crew determines, based on available information, that there is no risk in transporting such patient, they may transport at their discretion.
3. Helicopter Medevac services will insure their flight crews are trained to Level I in hazardous materials.
4. Each helicopter Medevac service will make contact, coordinate, and exchange information with the nearest regional Haz Mat response team:

Henrico	Medflight I
Fairfax	AIRES, MedSTAR
	U.S. Park Police
Newport News	Nightingale
Roanoke City/County/Salem	Lifeguard
	MedFlight II
Harrisonburg/Rockingham/ Augusta	Pegasus

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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5. Aviation Recommendations
 - a. Staging area should be established 3-5 miles upwind or a safe distance, at pilot=s discretion, to assure no contact with any element of the hazardous material.
 - b. Flight routes will be selected to avoid downwind danger zones.
6. Strict dispatching protocols will be established.
7. Consideration should be given to adopting standardized checklists.
8. Personal contamination records should be filled out on each crew member. (Baseline physicals are important for comparative analysis on all Haz Mat responders.)

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Mutual Aid Request

Pursuant to a fire mutual aid agreement by and between the City of Richmond, Henrico County and Chesterfield County signed May 1, 1976, and an agreement between the cities of Petersburg, Colonial Heights, Hopewell, and the counties of Prince George, Dinwiddie and Chesterfield signed September 25, 1981, all parties have agreed to provide fire fighting support within their available capabilities at the time the request for support is made. The provision of support is not mandatory if the fire apparatus is:

- A. Needed immediately in their own jurisdiction.
- B. In use within their own jurisdiction.
- C. Called away to fight a fire within their own jurisdiction.

Automatic response areas for fire incidents have been established with the following jurisdictions:

- City of Richmond
- City of Petersburg
- City of Colonial Heights
- Powhatan County

Automatic response areas for EMS incidents have been established with the following jurisdictions:

- City of Richmond (Chesterfield Fire Department Unit 443)
- City of Colonial Heights

The Chesterfield Fire Department continues to provide Advanced Life Support (ALS) personnel to Amelia and Powhatan Counties when requested. These jurisdictions must transport patients through long distance of Chesterfield County prior to reaching a hospital.

A mutual aid agreement also exists with Defense Supply Center of Richmond as well as Powhatan County. The decision to request outside assistance must be made by a Chief Officer or one acting legally in that capacity. Mutual aid coordination is also facilitated by a monthly meeting of emergency management coordinators surrounding areas and the Virginia Department of Emergency Management. The Statewide Mutual Aid Agreement may be activated by calling the Virginia Emergency Operations Center at 674-2400.

**Facility Emergency Coordinator
For Industry in Chesterfield County**

ABF Freight System
Frank Cordi
6810 Hull Street Road
Richmond VA 23224
804-745-2881

ALLTEL Communications
Wayne Duty
2501 Goodes Bridge Road
Richmond VA 23234
804-356-0092

Addison Evans Water Prod
Roy E. Covington
13400 Hull Street Road
Midlothian VA 23112
804-748-0258

Amerimark Plant 44
Buddy Parker
1701 Reymet Road
Richmond VA 23237
804-743-6373

Airgas Carbonic
Jarvie Warner
1200 Bellwood Road
Richmond VA 23237
804-271-2520

American Inks and Coatings Corp
Gary White
111 Agency Ave.
Richmond VA 23225
804-743-1117

Airgas Carbonic
Jarvie Warner
1300 Bellwood Road
Richmond VA 23237
804-271-2520

APAC-Virginia, Inc.
William Hudson
3600 Warboro Road
Midlothian VA 23112
804-379-4231

Air Products & Chemicals Inc.
Robert Carter
1800 Battery Dantzler Road
Chester VA 23831
804-796-2824

Appomattox River Water Authority
Richard D. Hartman
21300 Chesdin Road
Petersburg VA 23803
804-861-3195

AmKel, LLC
Marcus Parrish
1851 Touchstone Road
Colonial Heights VA 23834
804-524-8063

ARCET
Ray Dillard
13320 Ramblewood Road
Chester, VA 23836
804-644-4521 x233

Alcan Packaging
Mathews Brooks
701 Algroup Way
Chester VA 23831
804-748-3470

Arista Laboratories
Karl Wagner
1941 Reymet Road
Richmond VA 23237
804-271-5572

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Ashton Creek Pumping Station
Craig Bryant
Ruffin Mill Road
Chesterfield, VA 23832
804-739-3030

Brown & Williamson, Hanmer Divison
Willis Murphy, Jr.
13101 North Enon Church Road
Chester VA 23831
804-751-7815

AT&T (Moseley)
Rod Kieper
20425 Moseley Road
Moseley VA 23224
404-929-4959

Brown & Williamson, Research
Dowell T. Wood
13101 North Enon Church Road
Chester VA 23831
804-751-7500

AT&T (4E Bldg)
Connie Barnes
2510 Turner
Richmond VA 23224
804-745-6511

Carter Machinery Company, Inc.
James Gardner
2332 Willis Road
Richmond VA 23237
804-271-5952

AT&T (Moseley)
Melvin Baskfield
20425 DuVal Road
Moseley VA 23224
804-739-1300

Central Oil Asphalt Corp
Paul Milton
7700 Fort Darling Road
Richmond VA 23234
804-275-6456

AT&T (Turner)
Clint Taylor
2500 Turner Road
Richmond VA 23224
804-745-6511

Chemicals & Solvents
David Miller
16020 Continental Blvd
Colonial Hgts VA 23834
804-796-9750

Bailey Bridge Pumping Station
Roy Covington
12301 Bailey Bridge Road
Chesterfield, VA 23832
804-739-3030

Chesterfield County Airport
Charles Dane
7501 Airport Drive
Richmond VA 23237
804-743-0771

Bermuda Hundred Pumping Station
Roy Covington
741 Old Bermuda Hundred Road
Chesterfield, VA 23832
804-739-3030

Chesterfield County Circuit Court
Jim Poff
9500 Courthouse Road
Chesterfield, VA 23832
804-768-7818

BOC Gasses Americas
William Vincent
921 Old Bermuda Hundred Road
Chester VA 23236
804-796-5050

Chesterfield Juvenile Detention Home
Joe Campbell
9700 Krause Road
Chesterfield, VA 23832
804-768-7873

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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Chesterfield Storehouse
Don Martin
8110 Virginia Pine Court
Chesterfield, VA 23832
804-751-0518

Conoco Inc. Transport Term.
Jim Powell
1301 Bellwood Road
Richmond VA 23237
804-383-2775

Chesterfield Utilities Operations Center
Bruce Robertson
9200 Public Works Road
Chesterfield VA 23832
804-744-1360

Continental Industries Chemical
Myron F. Patton
16020 Continental Blvd
Colonial Heights VA 23834
804-751-0450

City Ice Company
Mark Resnick
13600 Permill Springs Drive
Chester VA 23836
804-360-5826

Costco #217
Steve Greever
3700 Price Club Blvd
Midlothian VA 23112
804-674-4337

Columbia Gas
William Moore
1596 Baxter Road
Chester VA 23831
804-520-2915

Dominion Midlothian Substation
John Black
E/S Dry Bridge Road
Chesterfield, VA 23832
804-257-4933

Combined Support Maint. Shop
Charles Gietzer
3100 Alcott Road
Richmond VA 23237
804-279-3585

Dominion Power Chfd. District
Clifton Thompson
11200 Iron Bridge Road
Chester VA 23831
804-751-4018

Comcast of Massachusetts/VA, Inc.
George Peters
6510 Ironbridge Road
Richmond VA 23234
804-915-5451

Dominion Chesterfield Power Station
Bennie Tomlinson
500 Coxendale Road
Chester VA 23831
804-796-6128

Commonwealth Propane, Inc.
R. W. Garrison
Ettrick RR Station
Ettrick VA 23803
804-520-7454

Dominion Power Midlothian
Chuck Miffleton
14500 Midlothian Trnpg.
Midlothian VA 23113
804-379-4947

Con-Way Southern Express
Ed Redmond
11801 Old Stage Road
Chester, VA 23836
804-796-3990

Dominion Power Old Stage Road
Rodney Midgeth
11601 Old Stage Road
Chester VA 23831
804-748-8431

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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DSCR
Bruce Butcher
8000 Jefferson Davis Highway
Richmond VA 23293
804-279-4751

Dry Creek Pumping Station
Roy Covington
End Ashbrook Pkwy
Chesterfield VA 23832
804-739-3030

DuPont Teijin Films
W. B. Lanning
111 Discovery Drive
Hopewell VA 23860
804-430-9456

Duron Paints and Wallcovg #39
Aaron Smith
11390 Midlothian Turnpike
Richmond VA 23235
804-379-3004

Duron Paints & Wallcovg #102
Mark King
12615 Jefferson Davis Hwy
Chester VA 23831
804-228-5635

Duron Paints & Wallcovg #130
Karen Lunceford
10003 Hull Street Road
Richmond VA 23236
800-306-6961

E.I. DuPont DeNemours Co Inc
R. L. Dunn
Rt 1 at Cogbill
Richmond VA 23234
804-383-3895

E. I. DuPont James River Plant
Frank Dreusicke
1201 Bellwood Road
Richmond VA 23237
804-383-6078

E. I. DuPont, Teijin Films
W. B. Lanning
111 Discovery Drive
Hopewell VA 23860
804-530-9456

East Reservoir Pumping Station
Roy Covington
4008 McTyres Cove Road
Chesterfield VA 23832
804-739-3030

Eternal Technology Corp.
Ying Kao
1800 Touchstone Road
Colonial Hgts, VA 23834
804-524-8555

Falling Creek Pump Station
Robert Talamage
4700 Turner Road
Richmond VA 23237
804-748-7322

Falling Creek Wastewater Plant
Robert Talamage
2100 Station Road
Richmond VA 23234
804-748-7322

Fuel Management Systems
T M Holder
116 Turner Road
Richmond VA 23225
804-231-0251

Hon Company (The)
Sonia Edkins
11200 Old Stage Road
Chester VA 23831
804-706-6159

Honeywell Nylon Inc.
D. S. Billingsley
4101 Bermuda Hundred Road
Chester VA 23831
804-530-6352

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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Honeywell International Technical Ctr
James Carpenter
15801 Woods Edge Road
Chesterfield, VA 23832
804-520-3500

Kaiser Machinery
V.R. Taylor
7900 Reycan Road
Richmond VA 23237
804-276-8771

Hoover & Strong, Inc.
William Tomlinson
10700 Trade Road
Richmond VA 23236
804-739-3009

Light Vehicle Maint. (Cfld Cty)
Robert Pratt
9700 Lori Lane
Chesterfield, VA 23832
804-768-7378

Industrial Chemicals Inc
William Lane
2540 Bellwood Road
Richmond VA 23237
804-275-9292

Lucy Corr Nursing Home
George Pierson
6800 Lucy Corr Blvd
Chesterfield, VA 23832
804-536-5227

ISG Resources Inc
Brian Lusk
12110 Old Stage Road
Chester, VA 23836

M G Industries
Dwayne Dietrich
5901 Jefferson Davis Hwy
Richmond VA 23234
804-365-9159

Johnson Creek Pump Station
Pat Harris
14301 Spruce Ave
Chesterfield VA 23832
804-520-4804

Matoaca Middle School
Robert Pratt
20300 Halloway Avenue
Matoaca VA 23803
804-768-7378

Johnson Creek Pump Station
Pat Harris
14301 Spruce Ave
Chesterfield VA 23832
804-520-4804

Meadowville Pumping Station
Pat Harris
1398 Bermuda Hundred Road
Chester VA 23836
804-520-4804

Johnston-Willis Hospital
Lucien Roberts
1401 Johnston-Willis Drive
Richmond VA 23235
804-330-2249

Michaux Creek Pump Station
Roy Covington
14625 Castleford Drive
Chesterfield VA 23832
804-739-3030

Kaiser Aluminum Bellwood Extrusion
Grover Stell
1901 Reymet Road
Richmond VA 23237
804-743-6367

Minit Mart
Larry Dennison
1120 Courthouse Road
Chesterfield VA 23832
804-276-4858

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Motiva Enterprises LLC
Mark Dimmick
5801 Jefferson Davis Hwy
Richmond VA 23234
804-743-0379

PPG Finishes
Tony Latts
8021 Reycan Road
Richmond VA 23237
740-368-7408

NAPA
Bryan Yoyo
800 Southlake Blvd
Richmond VA 23236
804-794-7636

ProChem, Inc
Robert Brandau
1301 Battery Brooke Parkway
Richmond VA 23237
804-580-7722

Narox Inc.
Roger A. Gibson
13701 Allied Road
Chesterfield VA 23832
804-748-6160

Proctors Creek Wastewater Plant
Robert Talmage
1200 Coxendale Road
Chester VA 23831
804-748-4257

National Welders Supply Co Inc
Paul Closson
12701 Allied Road
Chester VA 23831
804-530-3252

Rehrig International Inc
Deborah Harsh
1301 Battery Brooke Parkway
Richmond VA 23237
804-536-9566

Owens Corning Bellwood Facility
Buddy Parker
1801 Reymet Road
Richmond VA 23237
804-714-2150

Reynolds Metals Co. Bellwood Printing
Todd Barlow
2001 Reymet Road
Richmond VA 23237
804-743-6030

Phillip Morris USA Park 500
Patricia Bruce
4100 Bermuda Hundred Road
Chester VA 23831
804-751-1911

Reynolds Metals Co. Shell Road
Harold Stephens
8310 Shell Road
Richmond VA 23237
804-743-5323

Plantation Pipeline
Murray Clayton
Genito Road
Midlothian VA 23112
336-547-3661

Richfood
Jim Wessel
1135 West Hundred Road
Chester VA 23831
804-730-1246

Pitt Ohio Express Richmond
Tom Wolfgang
2000 Crossblade Street
Richmond VA 23224
804-275-8945

Richmond Storehouse
Jack Taylor
8110 Virginia Pine Court
Richmond VA 23237
804-275-1460

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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Rivers Bend Pumping Station
Craig Bryant
11917 Hogans Alley
Chesterfield VA 23832
804-739-3030

Shell Oil Company-Rich Plant
J.M. Korpall
One Shell Road
Richmond VA 23237
800-847-8788

Ryder Transportation Srv #0240A
Amy White
2300 Station Road
Richmond VA 23234
804-215-4839

SICPA North America, Inc
Getchen Francis
8031 White Bark Terrace
Richmond VA 23237
804-271-2110

Safetex Corp.
Sam Turner
16101 Continental Blvd.
Colonial Heights VA 23834
804-520-8342

Southern Express
Owais Dagra
6021 Belmont Road
Richmond VA 23234
804-550-9625

Safety Kleen Corp.
Rusty Haynie
1200 West Hundred Road
Chester VA 23831
804-748-3767

Southern States Midlothian
Lloyd VanSuble
1200 Alverser Drive
Midlothian VA 23113
804-267-3546

SAM's Club East
D. Philipsen
901 Walmart Way
Midlothian VA 23113
804-378-7654

Spencer Brothers Inc.
Earle Spencer, Jr.
8701 Ironbridge Road
Richmond VA 23237
804-743-2854

School Bus Maint. (Cfld Cty)
Robert Pratt
10201 Courthouse Road
Chesterfield, VA 23832
804-768-7378

Spencer Investments Bundle
Earle Spencer, Jr.
11200 Bundle Road
Chesterfield VA 23832
804-748-6914

Schwerman Trucking Company
Jim Bucko
2800 North Hopkins Road
Richmond VA 23224
708-422-4862

Spencer Investments Center
Earle Spencer, Jr.
5144 Centralia Road
Richmond VA 23237
804-748-6914

Sentinel Transportation, LLC
Jim Powell
1301 Bellwood Road
Richmond VA 23237
800-600-6571

Suburban Propane
Ron Allison
12801 Old Stage Road
Chester VA 23831
804-748-5886

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Sun Chemical Corp
Carl Raycroft
16000 Continental Blvd
Colonial Hgts VA 23834
804-524-3888

Timlaph Inc.
Gregg Murray
Old Stage and Osborne Road
Chester VA 23831
804-748-6306

Sunnybrook Pump Station
Pat Harris
5208 Alberta Terrace
Chesterfield VA 23832
804-748-1312

Twin Rivers Forest Products
Phillip M. Davidson
12100 Old Stage Road
Chester VA 23831
804-556-1133

Super Radiator Coils
Jessie Wallace
451 Southlake Blvd.
Richmond VA 23236
804-578-1314

UFILTER
Chris Griffin
7911 Reycan Road
Richmond VA 23237
804-275-0154

Supervalu
James Wessel
1135 West Hundred Road
Chester, VA 23831
804-746-6724

United Parcel Service Inc.
Jack Crayton
9601 Coach Road
Richmond VA 23237
804-743-8533

Swift Creek Water Treatment Plant
Roy Covington
13400 Hull Street Road
Midlothian VA 23113
804-748-0258

UNIVAR, Richmond
Jeff Moats
1001 Old Bermuda Hundred Road
Chester VA 23831
804-748-8100

Synergy Gas Corp.
Franklin Weeks
10400 Chester Road
Chester VA 23831
804-755-8560

Upper Swift Creek Pump Station
Pat Harris
2202 Old Hundred Road
Chesterfield VA 23832
804-520-4804

Tarmac Lonestar, Inc.
Clifford Botchicchio
1301 Willis Road
Richmond VA 23234
804-272-6980

VA Power Mat. & Shop Ctr
Claude Allen
4307 Castlewood Road
Richmond VA 23234
804-271-2821

Tidewater Materials, Chester Plant
Allen Rarner
12020 Old Stage Road
Chester, VA 23831
804-641-8012

VAMAC Inc.
3411 Speeks Drive
Midlothian VA 23113

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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Van Waters & Rogers Inc.
Ed Collins
9733 Coach Road
Richmond VA 23237
804-743-0540

VERIZON
Richard Clark
16500 Happy Hill Road
Colonial Hgts, VA 23834
800-264-6620

VERIZON
William Kidd
3807 W. Hundred Road
Chester, VA 23831
804-772-6067

Virginia Dept Trans (Speeks)
C. L. Winstead.
P.O. Box 35044
Richmond VA 23235
804-674-2800

Virginia Dept Transportation
Gary Jennings
Route 10/I-295
Chester, VA 23831
804-328-3051

Virginia Dept Transportation
C. L. Winstead
Pocahontas Area Hdqtrs
Chesterfield, VA 23832
804-674-2800

Virginia Dept Transportation
B K Maul
Pine Forest Drive
Colonial Heights VA 23834
804-524-6104

Virginia Dept Transportation
C. L. Winstead
Rt 60 & Rt 650
Bon Air VA 23235
804-674-2800

Virginia Dept Transportation
C. L. Winstead
Beach Rd & Spring Run Road
Chesterfield, VA 23832
804-674-2800

Wabash Aluminum Alloys LLC
Chuck Kenney
1711 Reymet Road
Richmond VA 23237
804-275-8400 -6578

Wako Chemicals USA Inc
David Alwood
1600 Bellwood Road
Richmond VA 23237
804-379-7881

Walmsley Maint. Facility (Cfld Cty)
Robert Pratt
7300 Walmsley Blvd
Chesterfield, VA 23832
804-768-7378

Wilson Trucking Corp.
Andy Carmine
2601 Swineford Road
Richmond VA 23234
804-271-0121

Woodlake Pumping Station
Pat Harris
14501 Shelter Cove Road
Chesterfield VA 23832
804-748-1312

WorldCom
Network Management
2800 Laurelbrook Drive
Richmond VA 23224
800-444-0902

Yellow Freight System Inc.
Jim Cheek
9600 Express Lane
Richmond VA 23237
804-379-7261/275-5964

Personnel Safety

The responsibility of Chesterfield Fire and EMS Department is to prevent both the loss of lives and the loss of property through prevention, protection, and suppression. With this responsibility, we hold every employee responsible for working and performing in the safest manner possible.

Due to the inherent dangers associated with firefighting and the increased use of chemically sophisticated construction and furnishing materials, the use of modern personal protective equipment is critically important. To help prevent injuries and enhance safety, all personnel working at emergency incidents shall wear Department approved protective clothing. Firefighting personnel shall wear personal protective equipment whenever they are exposed to emergency scene conditions that may cause thermal, mechanical or chemical injury.

It is the policy of the Chesterfield Fire Department that all uniformed personnel shall be equipped and trained to use and maintain Self-Contained Breathing Apparatus (SCBA). Furthermore, all uniformed personnel expected or likely to respond to, and function in areas of atmospheric contamination shall utilize SCBA, with the facepiece in place, breathing cylinder air.

Emergency Notification

Should an evacuation become necessary, radio and TV stations will be notified by the county's public information officer or a designated on-scene information officer. Telephone numbers can be found in the Emergency Assistance Telephone Roster, page 2-1, H.M.E.P. Annex. The Police Department, assisted by the Fire Department, Sheriff's Department and Rescue Squads, will use mobile loudspeakers to help insure that all residents in threatened areas have received the evacuation warning.

Chesterfield County Schools will be used as designated evacuation centers. The transportation of victims will be the responsibility of the county schools, by school bus of non-contaminated or decontaminated personnel.

Rather than evacuate an area it may be necessary to inform citizens to stay inside their residences, close all windows and doors, turn off all air intake units such as air conditioners and window fans, and listen to emergency information by radio, weather radio or television with assistance from the Emergency Alert System.

Public Service Announcements to educate the public on in-house sheltering are available to media in the greater Richmond area.

See County of Chesterfield Emergency Operations Plan, Functional Appendix 2: Emergency Public Information.

Notifications of Duty Deputy County Administrator

Certain situations warrant the notification of the duty Assistant County Administrator on a 24 hour basis. These situations are as follows:

- A. Any situation that hampers the Fire Department in providing fire protection for the county.
- B. Major situations that result in the evacuation of county citizens.
- C. Any loss of life situations involving county employees.
- D. Any major disaster that occurs in the county.
- E. On major fire and rescue situations, notifications will be made at the discretion of the Duty Chief.
- F. Any Fire/Rescue situation involving the welfare of Board Members, or Department Heads and their immediate family.
- G. On loss of life fires.
- H. Severe weather warnings or conditions.
- I. Any time combined public safety operations are necessary (Police, Fire and/or Sheriff), or where/when significant Mutual Aid is provided to adjoining jurisdictions.
- J. Any time deemed necessary by the Fire or Police Chiefs or their designee.

Public Information

The Chesterfield Emergency Planning Committee (C.E.P.C.) provides public information, consistent with the provisions of Title III of the Superfund Amendments and Reauthorization Act of 1986, as a key element of Chesterfield County's emergency response plan. The public information function involves free and ready access to this plan and to information about those hazardous materials that are located within Chesterfield County. It also involves a tested and proven plan for alerting and warning residents of any hazardous materials incident that might affect their lives, health and property. A plan has been developed whereby the print and electronic news media have access on a regular basis to information from responsible county officials during a hazardous materials incident.

Public Information Goals

Chesterfield County has in operation a program that:

- A) Allows interested county residents free access to this plan located at all public libraries internet, fire stations and rescue squads throughout Chesterfield County.
- B) Explains to county residents the procedure, including cost, for obtaining information about hazardous materials that are used, stored, or made in Chesterfield County through the Office of Emergency Management.
- C) Informs county residents about the methods that will be used to notify them about the location and potential danger of any hazardous materials incident within Chesterfield County through the Hazardous Materials Emergency Plan.
- D) Addresses the need to provide local news media representatives with accurate, timely and regular information about a hazardous materials incident while allowing emergency services personnel to do their jobs of protecting the lives and property of county residents.

Goals A, B, and C is accomplished by information campaign that can be expected to reach virtually all of Chesterfield County's 200,000 residents. Among other things, the campaign includes a brochure that has been distributed to residents, and enhances public awareness through the use of the electronic and print media on a regular and timely basis.

Goal D has been accomplished by meeting with representatives of the local news media and emergency services agencies in order to develop and put into place a set of workable and working public information guidelines.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
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Accomplishing Goals

The C.E.P.C. has designed and printed a brochure for public distribution that contains, among other things, the following:

- A) The C.E.P.C.'s plans to maintain for the public complete copies of the emergency response plan at all county fire stations, at the volunteer rescue squad facilities, and at the County's public libraries.
- B) The procedures for obtaining information about hazardous materials is obtained from the county's emergency services division. Information will be taken from the M.S.D.S. information provided by reporting agencies and businesses in the county where materials are used, stored, or manufactured.
- C) The emergency response plan's recommended procedures for residents if a hazardous materials incident occurs that affects their lives, health or property. The procedures involve the various ways residents will be contacted in an emergency, such as door-to-door notification, use of mobile public address systems in affected neighborhoods, and the use of local radio and television stations to keep them apprised of developments.

The brochure has been distributed to county residents through the public school system and placement at strategic location such as libraries county buildings and public events. In addition, brochure copies are available from law enforcement officers and at fire stations, volunteer rescue squads and county libraries.

The committee has produced four, thirty-second second public services announcements information on weather and chemical emergencies, and personal disaster planning. The video is used for local public access television, and can be used for in-plant television for local businesses and industries, for showing to local civic and social organizations and to local government managers and employees such as school teachers.

- D) The committee recognizes the need of local print and electronic news media, in representing the public, to have access to accurate, timely and regular information about a hazardous materials incident. Also is aware that emergency services personnel must have the time, space and lack of interference to do their jobs of protecting the lives and property of county residents.

Conclusion

The committee believes these public information goals are realistic and achievable, and that the program can be carried out with a minimum of problems, given the enthusiasm of the committee members and the spirit of cooperation thus far exhibited by the local print and electronic media.

Evacuation

The Director of Emergency Management is responsible for ordering an evacuation. In the event of a fire, hazardous materials incident, or other imminent emergency when lives are immediately endangered, the first responder or the Incident Commander may order evacuation. The Police Department, assisted by the Fire Department, Sheriff's Department and Volunteer Rescue Squads is responsible for effecting evacuation. The Superintendent of Schools, assisted by the Social Services Department and the American Red Cross, is responsible for the reception and care of evacuees (see E.O.P. Functional Appendix 8). The Superintendent of Schools will provide school busses and drivers for the transportation of evacuees to the Evacuation Assembly Center, if required.

Evacuation Centers

<u>Schools</u>	<u>Address</u>	<u>Telephone #</u>	<u>Map Grid *</u>
Reams Road Elementary	10141 Reams Road	674-1370	5
Midlothian Middle	13501 Midlothian Tnpke.	378-2460	6
Midlothian High	401 Charter Colony Drive	378-2440	6
Bettie Weaver Elementary	3600 James River Road	378-2540	6
James River High	3700 James River Road	378-2420	6
Watkins Elementary Annex	13801 Westfield Drive	378-2525	6
Swift Creek Middle	3700 Old Hundred Road	739-6315	6
Swift Creek Elementary	13801 Westfield Drive	739-6305	6
Robious Middle	11632 Robious Road	378-2510	7
Greenfield Elementary	10751 Savoy Road	560-2720	7
Robious Elementary	2801 Robious Crossing Drive	378-2500	7
Bon Air Elementary	8701 Polk Street	560-2700	8
Crestwood Elementary	7600 Whittington Drive	560-2710	8
Watkins Elementary	501 Coalfield Road	378-2530	15
Swift Creek Elementary	13800 Genito Road	739-6305	15
Providence Elementary	11001 West Providence Road	674-1345	16
Monacan High	11501 Smoketree Drive	378-2480	16
Gordon Elementary	11701 Gordon School Road	378-2410	16
Evergreen Elementary	1701 Evergreen Pkwy.	378-2400	16
Davis Elementary	415 S. Providence Road	674-1310	17

Map

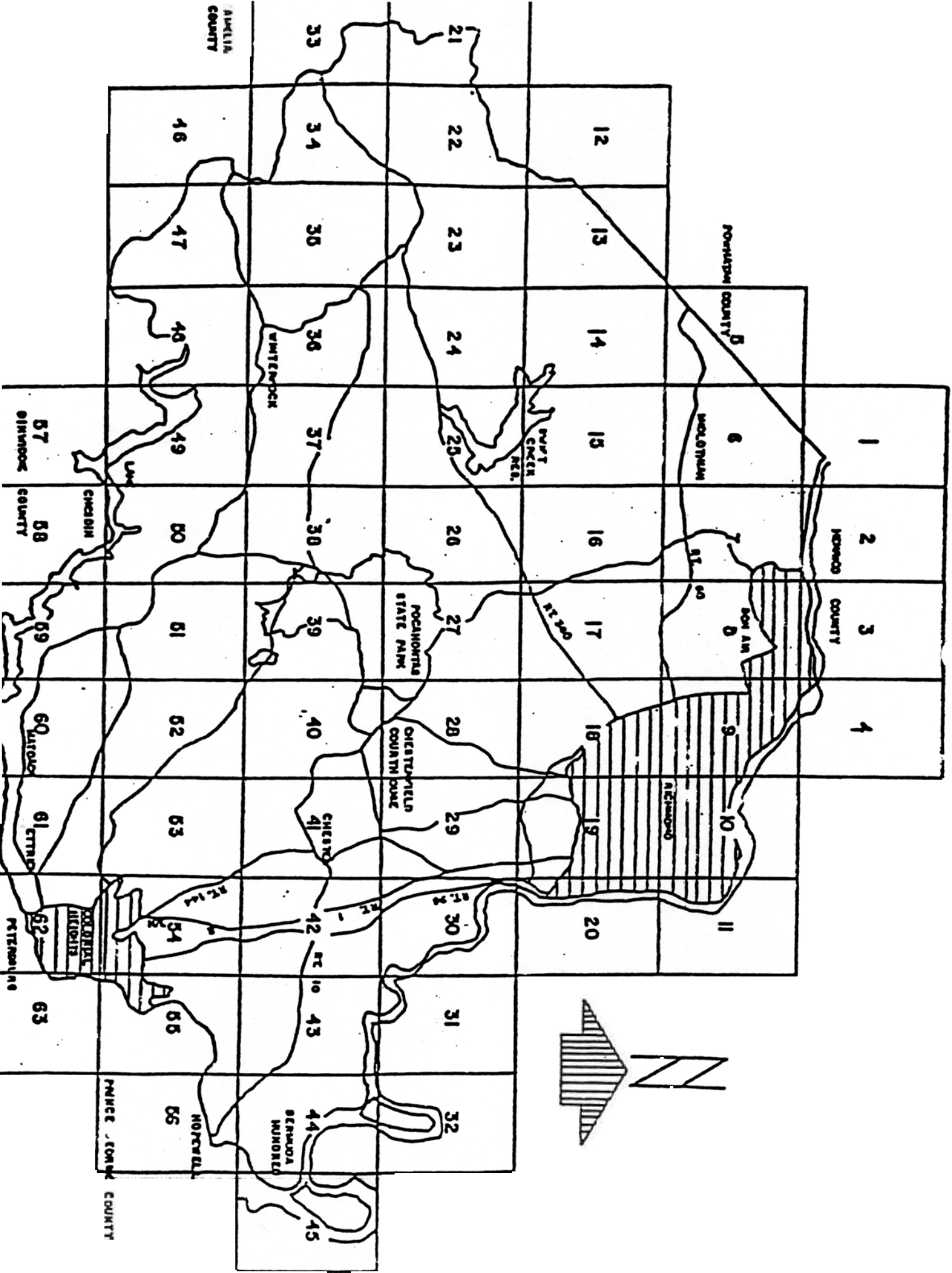
December, 2004

<u>Schools</u>	<u>Address</u>	<u>Telephone #</u>	<u>Grid *</u>
Providence Middle	900 Starlight Lane	674-1355	17
Manchester Middle	8610 Perrymont Road	674-1385	18
Manchester High	7401 Hull Street Road	674-1385	18
Richmond Christian	6511 Belmont Road	276-3193	18
Hening Elementary	5230 Chicora Drive	743-3655	18
Chalkley Elementary	3301 Turner Road	674-1300	18
Falling Creek Middle	4724 Hopkins Road	743-3640	19
Falling Creek Elementary	4800 Hopkins Road	743-3630	19
Grange Elementary	19301 Hull Street Road	739-6265	23
Clover Hill Elementary	5700 Woodlake Village Pkwy.	739-6220	25
Clover Hill High	13900 Hull Street Road	739-6230	25
Woolridge Elementary	5401 Timber Bluff Pkwy	739-6330	25
Thelma Crenshaw Elemen.	11901 Bailey Bridge Road	739-6250	26
Bailey Bridge Middle	12501 Bailey Bridge Road	739-6200	26
Manchester High School	12601 Bailey Bridge Road	739-6275	26
Alberta Smith	13200 Bailey Bridge Road	739-6295	26
Jacobs Road Elementary	8800 Jacobs Road	674-1320	27
Chesterfield Tech. Center	10101 Courthouse Rd. Ext.	768-6160	28
Gates Elementary	10001 Courthouse Rd. Ext.	768-6195	28
Bird High	10301 Courthouse Rd. Ext.	768-6110	28
Salem Church Middle	9700 Salem Church Road	768-6225	28

<u>Schools</u>	<u>Address</u>	<u>Telephone #</u>	<u>Map Grid *</u>
Salem Church Elemen.	9600 Salem Church Road	768-6215	28
Meadowbrook High	4901 Cogbill Road	743-3675	29
Hopkins Elementary	6000 Hopkins Road	743-3665	29
Bensley Elementary	6600 Strathmore Road	743-3610	29
Beulah Elementary	4216 Beulah Road	743-3620	29
Bellwood Elementary	9536 Dawnshire Road	743-3600	29
Perrymont Middle	8610 Perrymont Road	743-3701	30
Spring Run Elementary	13901 Spring Run Road	639-6352	38
Thomas Dale High	3626 W. Hundred Road	768-6245	41
Ecoff Elementary	5200 Ecoff Avenue	768-6185	41
Curtis Elementary	3600 W. Hundred Road	768-6175	41
Chester Middle	3900 W. Hundred Road	768-6145	41
Carver Middle	12400 Branders Bridge Road	768-6130	41
John Tyler Comm. College	13101 Jefferson Davis Hwy.	796-4000	42
Wells Elementary	13101 S. Chester Road	768-6265	42
Margueritte Christian Elem	14801 Woods Edge Road	530-5733	43
Enon Annex	13824 Lawing Drive	530-5730	43
Enon Elementary	2001 E. Hundred Road	530-5720	44
Harrowgate Elementary	15501 Harrowgate Road	520-6015	54
Matoaca High	6001 Hickory Road	590-3110	60
Matoaca Middle 61	20300 Halloway Avenue	590-3130	

<u>Schools</u>	<u>Address</u>	<u>Telephone #</u>	<u>Map Grid *</u>
Matoaca Elementary	6627 River Road	590-3100	61
Virginia State College	20720 4th Avenue	590-5000	62
Ettrick Elementary 62	20910 Chesterfield Avenue	520-6005	

* See map



County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

Training

1. All current paid Fire personnel will receive Hazardous Materials First Responder Operations. Hazardous Materials is incorporated in Basic Recruit School for new Chesterfield County firefighters. Active volunteer firefighters will complete Haz Mat Awareness Certification. Haz Mat First Responder Operations has been incorporated into Volunteer Firefighter Level I.
2. Hazardous Materials Awareness is incorporated in Basic Recruit School for new Chesterfield County Police Officers.
3. Rescue Squad personnel will receive State Hazardous Materials Awareness Training as an objective.
4. The Hazardous Incident Team will be trained to State Hazardous Materials Technician or Specialist.
5. In the event of a hazardous materials incident the Hazardous Incident Team will respond with Haz Mat Technician, Offensive Tactical Capabilities tactics, if practical, and will notify the Department of Emergency Management if additional assistance is required.
6. The plan will be tested once a year to include the Hazardous Incident Team. This will be coordinated through the Fire Department Training and Safety Division and will be considered a training session. This is also a requirement of the Federal Emergency Management Agency (FEMA) for funding provided to Chesterfield County.

* Level II concept and criteria as recommended by the State Hazardous Materials Emergency Response Advisory Council (SHMERAC).

November, 2000

Review of Emergency Operations Plan

The review and revision of the Chesterfield County Emergency Operations Plan will be the responsibility of the Emergency Management Coordinator. The plan will be reviewed every six months by the Office of Emergency Management. In April, the review will consist of updates on telephone numbers and changes in personnel. In October, the plan will be reviewed for functional changes as well as numbers and personnel. The plan will be reviewed by the following:

- a. Chesterfield Emergency Planning Committee
- b. Office of Emergency Management

Every four years, the Emergency Operations Plan will be reviewed and revised for approval by the Chesterfield Board of Supervisors. The plan will be reviewed by the following:

- a. Chesterfield Emergency Planning Committee
- b. County Departments Directoris
- c. Office of Emergency Management

The plan will be tested through an exercise training incident at least once a year. At the post-incident review the plan will be evaluated and critiqued. At this time, the Assistant Emergency Services Coordinator will incorporate suggested functional changes as needed.

Abbreviations & Terms

E.O.P.	Emergency Operations Plan
C.A.S.	Chemical Abstracts Service; A Columbus, Ohio organization which indexes information published in "Chemical Abstracts" by the American Chemical Society and provides index guides by which information about particular substances may be located in the "Abstracts" when needed. "C.A.S. Numbers" identify specific chemicals.
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980. The Act requires that the Coast Guard National Response Center be notified in the event of a hazardous substance release. The Act also provides for a fund (the Superfund) to be used for the cleanup of abandoned hazardous waste disposal sites.
CFR	Code of Federal Regulations. A collection of the regulations that have been promulgated under U.S. law.
CHEMTREC	Chemical Transportation Emergency Center; a national center established by the Chemical Manufacturers Association (CMA) in Washington, DC in 1970, to relay pertinent emergency information concerning specific chemicals on request.
CPSC	Consumer Products Safety Commission; Federal agency with responsibility for regulating hazardous materials when they appear in consumer goods. For CPSC purposes, hazards are defined in the Hazardous Substances Act and the Poison Prevention Packaging Act of 1970.
CWA	See Clean Water Act.
DOL	U.S. Department of Labor; includes the Occupational Safety and Health Administration (OSHA).
DOT	U.S. Department of Transportation; regulates transportation of chemicals and other substances, to aid in the protection of the public as well as fire, law enforcement, and other emergency response personnel, particularly open transportation incidents occur involving hazardous materials.
DOT Hazard	DOT requires that hazardous materials offered for shipment be labeled

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Hazardous Materials Emergency Plan Annex

	Class with the proper DOT hazard class. These classes include corrosive, flammable liquid, organic peroxide, ORM-E, poison B, etc. The DOT hazard class may not adequately describe all the hazard properties of the material. A chart of the various DOT hazard classes can be found after the abbreviations and terms.
EPA	U.S. Environmental Protection Agency; Federal agency with environmental protection regulatory and enforcement authority. Administers Clean Air Act, Clean Water Act, FIFRA, RCRA, TSCA, other Federal environmental laws.
FDA	The U.S. Food and Drug Administration; under the provisions of the Federal Food, Drug and Cosmetic Act, the FDA establishes requirements for the labeling of foods and drugs to protect consumers from misbranded, unwholesome, ineffective, and hazardous products. FDA also regulates materials for food contract service and the conditions under which such materials are approved.
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act; regulations administered by EPA under this Act require that certain useful poisons, such as chemical pesticides, sold to the public contain labels that carry health hazard warnings to protect users.
Flash Point to	The temperature at which a liquid will give off enough flammable vapor ignite if an ignition source is present.
Hazardous Material	Any chemical which is a physical hazard or a health hazard.
H.I.T.	Hazardous Incident Team
H.M.E.P.	Hazardous Materials Emergency Plan
Hazardous Ingredients	The hazardous substances that make up a mixture.
Health Hazard	A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed victims. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

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Inhalation	The breathing in of a substance in the form of a gas, vapor, fume, mist, or dust.
LC	Lethal concentration; a concentration of a substance being tested which will kill a test animal.
LD	Lethal dose; a concentration of a substance being tested which will kill a test animal.
NFPA	National Fire Protection Association; an international voluntary membership organization to promote/improve fire protection and prevention and establish safeguards against loss of life and property by fire. Best known on the industrial scene for the <u>National Fire Codes</u> - codes, standards, recommended practices, and manuals developed (and periodically updated) by NFPA technical committees. Among these is <u>NFPA 704M</u> , the code for showing hazards of materials using the diamond-shaped label or placard with appropriate numbers or symbols. The brief explanation on the next page illustrates the NFPA principle of using scales of 0 to 4 (low to high) to classify material hazard.
NIOSH	National Institute for Occupational Safety and Health of the Public Health Service, U.S. Department of Health and Human Services (DHHS); Federal agency which recommends occupational exposure limits for various substances and assists OSHA and MSHA in occupational safety and health investigations and research.
NRC	National Response Center; a notification center in the Coast Guard Building in Washington, DC U.S., with a toll-free telephone number (1-800-424-8802) which must be called when significant oil or chemical spills or other environmentally related accidents occur. Also, Nuclear Regulatory Commission.
NTP	National Toxicology Program. The NTP publishes an <u>Annual Report on Carcinogens</u> , a listing of potential carcinogens.
OSHA	Occupational Safety and Health Administration of the U.S. Department of Labor; Federal agency with safety and health regulatory and enforcement authorities for most U.S. industry and business.
PEL	Permissible exposure limit; the legally enforced exposure limit for a

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	substance established by OSHA regulatory authority. The PEL indicates the permissible concentration of air contaminants to which nearly all workers may be repeatedly exposed eight (8) hours a day, forty (40) hours a week, over a working lifetime (30 years) without adverse health effects.
pH	The symbol relating the hydrogen ion (H-) concentration to that of a given standard solution. A pH of 7 is neutral. Numbers increasing from 7 to 14 indicate greater alkalinity. Numbers decreasing from 7 to 0 indicate greater acidity.
Physical Hazard	A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
ppb	Parts per billion; a unit for measuring the concentration of a gas or vapor in air - parts (by volume) of the gas or vapor in a billion parts of air. Usually used to express measurements of extremely low concentrations of unusually toxic gases or vapors. Also used to indicate the concentration of a particular substance in a liquid or solid. For example, one part per billion is analogous to one second every 32 years, or one penny out of \$10,000,000.
ppm	Parts per million; a unit for measuring the concentration of a gas or vapor in air - parts (by volume) of the gas or vapor in a million parts of air. Also used to indicate the concentration of a particular substance in a liquid or solid. For example, one part per million is analogous to one inch in sixteen miles, one minute every two years, or one penny out of \$10,000.
psi	Pounds per square inch; for MSDS purposes, a unit for measuring the pressure a material exerts on the walls of a confining vessel or enclosure. For technical accuracy, pressure must be expressed as <u>psig</u> (pounds per square inch gauge) or <u>psia</u> (pounds per square inch absolute; that is, gauge pressure plus sea level atmospheric pressure, of psig plus about 14.7 pounds per square inch). Also see mmHg.
RCRA	Resource Conservation and Recovery Act; Federal environmental legislation, administered by EPA, aimed at controlling the generation, treating, storage, transportation, and disposal of hazardous wastes.
SCBA	See Self-Contained Breathing Apparatus.
Self-Contained Breathing	

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

Apparatus	A respiratory protection device that consists of a supply or a means of respirable air, oxygen, or oxygen generating material, carried by the wearer.
Specific Gravity	<p>The weight of a material compared to the weight of an equal volume of water; an expression of the density (or heaviness) of the material. Example: if a volume of a material weighs 8 pounds, and an equal volume of water weighs 10 pounds, the material is said to have a specific gravity of 0.8.</p> $\frac{8 \text{ lbs}}{10 \text{ lbs}} = 0.8$
Superfund	See CERCLA.
TLV	<p>Threshold Limit Value; a term used by ACGIH to express the airborne concentration of a material to which <u>nearly</u> all persons can be exposed day after day, without adverse effects. ACGIH expresses TLVs in three ways:</p> <p>TLV-TWA: the allowable <u>T</u>ime <u>W</u>eighted <u>A</u>verage concentration for a normal 8-hour work day or 40-hour work week.</p> <p>TLV-STEL: the <u>S</u>hort-<u>T</u>erm <u>E</u>xposure <u>L</u>imit, or maximum concentration for a continuous 15-minute exposure period (maximum of four such periods per day, with at least 60 minutes between exposure periods, and provided that the daily TLV-TWA is not exceeded).</p> <p>TLV-C: the <u>C</u>eiling limit - the concentration that should not be exceeded even instantaneously.</p>
Toxic Substance	Any substance which can cause acute or chronic injury to the human body, or which is suspected of being able to cause diseases or injury under some conditions.
Toxicity	The sum of adverse effects resulting from exposure to a material, generally by the mouth, skin, or respiratory tract.
TSCA	Toxic Substances Control Act; Federal environmental legislation, administered by EPA, for regulating the manufacture, handling, and use of materials classified as "toxic substances".
UN Number	A registry number assigned to dangerous commonly carried goods by the

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

	United Nations Committee of Experts on the Transport of Dangerous Goods. The UN number is required in shipping documentation and on packaging as part of the DOT regulations for shipping hazardous materials.
SDA	U.S. Department of Agriculture; prior to 1971, USDA performed tests and issued approvals on respirators for use with pesticides. In 1971, the Bureau of Mines took over the pesticide respirator testing/approval functions - procedures later delegated to the Testing and certification Branch (TCB) of NIOSH.
Vapor Density	The weight of a vapor or gas compared to the weight of an equal volume of air; an expression of the density of the vapor or gas. Materials lighter than air have vapor densities less than 1.0 (examples: acetylene, methane, hydrogen). Materials heavier than air (examples: propane, hydrogen sulfide, ethane, butane, chlorine, sulfur dioxide) have vapor densities greater than 1.0. All vapors and gases will mix with air, but the lighter materials will tend to rise and dissipate (unless confined). Heavier vapors and gases are likely to concentrate in low places - along or under floors, in sumps, sewers and manholes, in trenches and ditches -where they may create fire or health hazards.
Vapor Pressure	<p>The pressure exerted by a saturated vapor above its own liquid in a closed container. When quality control tests are performed on products the test temperature is usually 100 degrees Fahrenheit and the vapor pressure is expressed as pounds per square inch (psig or psia) - but vapor pressures reported on MSDSs are in millimeters of mercury(mmHg) at 68 degrees Fahrenheit (20 degrees C), unless stated otherwise. Three facts are important to remember:</p> <ol style="list-style-type: none">1. Vapor pressure of a substance at 100 degree Fahrenheit will always be higher than the vapor pressure of the substance at 68 degree Fahrenheit (20 degrees C).2. Vapor pressures reported on MSDSs in mmHg are usually very low pressures; 760 mmHg is equivalent to 14.7 pounds per square inch.3. The lower the boiling point of a substance, the higher its vapor pressure.
Waste Disposal Methods	Proper disposal methods for contaminated material, recovered liquids or solids, and their containers.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Hazardous Materials Emergency Plan Annex

TERRORISM

PURPOSE: The Chesterfield County Terrorism Plan is an Annex to the Chesterfield County Emergency Operations Plan. The purpose of this annex is to develop a coordinated response capability, to assess the threat of and vulnerability to terrorist acts within the county, and to plan, mitigate against, respond to, and recover from an actual terrorist incident.

ORGANIZATION

The Fire/EMS Department, Police Department, Information Systems Technology (IST) and/or Health Department will coordinate the response, depending on the type of terrorist incident:

Fire:	Hazardous Materials, fire, multi-casualty incidents (MCI), structural collapse
Police:	Bomb, civil disorder
Health:	Biomedical
IST:	Cyberterrorism

Because terrorism incidents are crimes, the Police Department will be in charge of the investigation of that crime.

TARGETS

Potential targets have been identified and risks assessed. The information is law enforcement sensitive and located in the Chesterfield County Office of Emergency Management.

CONCEPTS OF OPERATIONS

Should the incident or incidents be identified as possible terrorist events, the Virginia Emergency Operations Center will be notified. According to Presidential Directive 39, the Federal Bureau of Investigation is the designated lead federal agency for any terrorist event. The Virginia Department of Emergency Management will be the lead state agency in coordination with the Chesterfield Office of Emergency Management for consequence management. The State Police will be the lead state agency designated in a terrorist event and will coordinate with the county police for crisis management. Upon their arrival, if not already operational, a unified command will be established.

EMERGENCY MANAGEMENT ACTIONS:

1. Normal Operations
 - a. Develop, review, update, and maintain plans and procedures to provide services in time of a terrorist event.

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Terrorism Response Plan

- b. Train all personnel from Fire/EMS, Police, Health, IST and skilled support personnel in the specifics of terrorism incidents, as time permits.
- 2. Increased Readiness:
 - a. If warning that an event will take place occurs, notifications include:
 - 1. Any threat should be reported to the Police Dept.
 - 2. Police will activate response procedures.
 - b. Most incidents will have no warning. Awareness levels should be maintained through training and reminders.
 - c. Assess potential needs from outside county resources.

2. Emergency Operations

a. Mobilization Phase

- 1. Alert personnel to standby status.
- 2. Begin to implement record keeping of all incurred expenses.
- 3. Activate the Emergency Operations Center, if appropriate.

b. Response Phase

- 1. Follow established procedures for explosion, fire, MCI, structural collapse, civil disorder, hazardous materials, biochemicals or cyberterrorism, as indicated.
- 2. The Chesterfield Police Dept will investigate potential threats.
- 3. Activate Disaster Recovery Team.
 - a. Activate Recovery Plan.

- b. Activate Critical Incident Stress Management Teams through Mental Health/Mental Retardation/Substance Abuse Department.

PROTECTION OF WORKERS AND CITIZENS

1. Due to the variety of weapons that can be utilized, the necessary level of protection will vary.
2. Safety will always be a primary focus:
 - a. Protect from hazards using time, distance and shielding. Distance is the most effective.
 - b. Once on the scene, isolate and deny entry.

TECHNICAL SUPPORT ASSETS/RESOURCES

1. Internal
 - a. The Health Department
 1. Epidemiological study capabilities
 2. Ability to mass immunize and administer medication
 3. Authority to quarantine or otherwise protect the public against known pathogens that present a risk
 - b. The Fire/EMS Department
 1. Emergency response capabilities include: fire response, EMS response (ambulances), Technical Rescue Team response, Dive Team response, and Hazardous Incident Team response.
 2. The County mobile command post
 - c. Emergency Management
 1. Emergency Operations Center
 - d. The Police Department
 1. Crime scene investigation
 2. Environmental crimes investigators

County of Chesterfield Emergency Operations Plan, Hazard Specific Part II
Terrorism Response Plan

- 3. Roadway traffic control
 - 4. Crowd control
 - e. IST
 - f. Public Affairs
- 2. External
 - a. Richmond City Haz Mat Team
 - b. Virginia Department of Emergency Management
 - 1. Emergency Operations Center
 - 2. Hazardous Materials Officer
 - 3. Terrorist Training Officer
 - 4. Henrico Regional Haz Mat Team
 - c. Other state resources
 - 1. National Guard Civil Support Team
 - 2. Virginia Occupational Safety and Health Dept. (for employees)
 - d. Federal resources from:
 - 1. Federal Emergency Management Agency
 - 2. Federal Bureau of Investigation
 - 3. Military

**Chesterfield
County
Disaster
Recovery
Plan
Annex**

Part III

**May 5, 1997
Revised December, 2004**

RECOVERY PLAN ANNEX RESPONSIBILITIES

Category	Main Responsibility	Assisting Departments/Agencies
Board of Supervisors/ County Administration	Board of Supervisors	County Administrator, Leadership Group
Disaster Recovery Team	Risk Management	Accounting, Budget, Damage Assessment Team, Treasurer, IST, Emergency Management
Debris Management	General Services	Private waste cos., Fed. & State regulatory agencies, Parks & Rec.
Economic Development	Economic Dev.	Planning, Public Affairs. Chesterfield/Chester Business Councils
Economic Impact	Budget	Treasurer, Assessor, General Services, Utilities, Risk Mgt., Comm. Of Revenue
Education	Schools	
Finance Management	Budget	Internal Audit, Purchasing, Schools, Treasurer, Accounting
Human Services	MH/MR/SA Social Services Health Dept.	
Information Systems Tech.	IST	

County of Chesterfield Emergency Operations Plan, County Disaster Recovery Plan Annex

Legal	County Attorney	Judges, Commonwealth's Attorney, Sheriff, Clerk of the Court, Juvenile Court, Magistrate
Public Information	Public Affairs	Chiefs, County Directors, Constitutional Officers, local and national media
Public Safety	Fire, Police, Emergency Medical, Emergency Comm.	
Solid Waste Management	General Services	Health, Parks and Recs., private sanitation cos.
Transitional Housing	Planning	Construction Mgt., Building Insp., School Administration, and Social Services
Water & Wastewater	Utilities	School Maintenance

Board of Supervisors/County Administration

Mission: To provide executive leadership during the recovery process to restore pre-disaster governmental processes.

Organization: The Board of Supervisors will oversee this process through the County Administrator and the Leadership Group.

Concept of Operations: In the event of a catastrophic event that disrupts the Continuity of Government (COG), officials will:

- *Prioritize critical services
- *Provide and allocate personnel and other resources for recovery activities
- *Ensure communication to the customers
- *Lead the effort to acquire benefits and services from other public/private bodies
- *Coordinate economic recovery in the business/industrial community

Actions:

Short-term

1. Establish prioritization of services and identify any new services that need to be provided.
2. Identify how and where the services are to be provided.
3. Provide guidelines for departmental responsibilities throughout the recovery process.
4. The County Administration and the Recovery Operations Center will continually advise and update the Board of Supervisors.
5. Evaluate loss of key personnel.
6. Periodically review the process.
7. Continue to collect all County Administration expenses related to the disaster.

Long-term - Community Wide

1. Declare Emergency Operations Plan no longer in effect.
2. Establish time frame for all temporary processes and procedures.
3. Continue identifying how, where and how long services are to be provided.
4. Develop, coordinate and acquire resources and assistance from unaffected jurisdictions.
5. Lead evaluation of staffing levels at periodic points throughout the recovery.
6. Coordinate outreach to business/industry/community.
7. Continue TQI process for recovery process.
8. Periodically review the process.
9. Continue to collect all County Administration expenses related to the disaster.

Disaster Recovery Team (DRT)

Mission: To coordinate the activities of the recovery effort and manage the Recovery Operation Center.

Organization: Risk Management will oversee this process with assistance from Accounting, Budget, the Damage Assessment Team, the Treasurer=s Office, Information Systems Technology (IST) and Emergency Management.

Concept of Operations: The DRT will coordinate the recovery efforts focusing on physical and financial recovery. The team will collect information from Finance Management, Economic Impact and other Disaster Recovery Plan sections and submit the request to the Virginia Department of Emergency Management for the Federal Emergency Management reimbursement.

Actions:

Short-term

1. Declare activation of the recovery plan
2. Coordinate and analyze the documentation of financial information submitted by each affected Plan section.
3. Recommend resource allocation for recovery.
4. Coordinate assessment of needs identified by each department.
5. Continue to collect and document all Disaster Recovery Team expenses related to the disaster.

Long-term

1. Continue process until recovery of county and its citizens is complete.
2. Continue to collect and document all Disaster Recovery Team expenses related to the disaster.
3. Submit the request for federal and state reimbursement for expenses.
4. Coordinate the disbursement of reimbursed funds.

Debris Management

Mission: To manage the debris created during any disaster.

Organization: The General Services Department with the assistance of Parks and Recreation, Environmental Engineering, Sheriff, Federal and State regulatory agencies and private contractors, will provide for effective disposal of debris.

Concept of Operations: In the event of a disaster, proper management of debris, according to Federal, State, and Local regulations, will be a critical aspect of the aftermath. Therefore officials will:

- * Prioritize critical services.
- * Secure/provide personnel and equipment for debris management activities.
- * Identify and acquire debris disposal alternatives, services, and sites and coordinate activities.
- * Secure permits and/or exemptions from Federal, State and Local regulations.

Actions:

Short-term

1. Provide critical debris removal services.
2. Determine magnitude/volume of debris.
3. Prioritize areas; coordinate with Public Safety and Health Department.
4. Secure resources.
5. Monitor activities.
6. Continue to collect and document all Debris Management section expenses related to the disaster.
7. Coordinate collection, processing and disposal of debris with private contractors.

Long-term

1. Establish time frame for all temporary services.
2. Monitor sites and activities.
3. Develop, coordinate and replace debris disposal capacity.
4. Continue to collect and document all Debris Management section expenses related to the disaster.

Economic Development

Mission: To lead the outreach to business/industry inside and outside the County to restore economic viability of the County.

Organization: The Department of Economic Development will oversee this process with assistance from Planning, Public Affairs, and Chesterfield/Chester Business Councils.

Concept of Operations: In the event of a catastrophic event that disrupts the economic viability of the County, Economic Development will:

- *Assist business/industry with predisaster planning,
- *Solicit new business to help rebuild economic stability,
- *Solicit assistance from agencies outside the County, i.e. Richmond Business Council, Metro Chamber of Commerce,
- *Liaison with business/industry.

Actions:

Short-term

1. Work with business/industry in pre-disaster planning.
2. Work with banking industry to ensure banking system is restored.
3. Continue to collect and document all Economic Development section expenses related to the disaster.

Long-term

1. Acquire resources and assistance from outside business/industry/agencies.
2. Serve as lead for the Recovery team.
3. Coordinate outreach to business/industry/community.
4. Continue to collect and document all Economic Development section expenses related to the disaster.

Economic Impact

Mission: To evaluate the financial impact of the disaster and provide financial guidance for recovery.

Organization: Budget Department will oversee this process with assistance from the Treasurer=s office, the Assessor=s office, General Services, Utilities, Risk Management, and the Commissioner of Revenue.

Concept of Operations: Coordinate with departments to determine impact of disaster on county wide revenue resources, work with all departments to prepare damage estimates; work with county businesses to project disaster effect on local economy.

Actions:

Short-term

1. Work with departments to document cost of damages.
2. Provide estimates of costs of damages to County Administrator and continuously update.
3. Assist departments in efforts to reallocate appropriations as needed.
4. Continue to collect and document all department expenses related to the disaster.
5. Provide revised revenue estimates to County Administrator and continuously update.

Long-term

- 1 Continuously monitor financial impact of disaster recovery.
- 2 Generate financial plans to provide options for meeting needs.
- 3 Continue to collect and document all department expenses related to the disaster.
4. Facilitate coordination with other localities/agencies/businesses to provide financial resources as needed.
5. Work with businesses and financial entities to restore normal functions and identify priorities.

Education

Mission: To maintain and restore education services to pre-disaster levels.

Organization: School representatives will oversee this process with assistance from Parks and Recreation and will coordinate activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: School officials will assist school (s), facility (ies), students and family (ies) to cope with the disaster and restore the operation of schools and school transportation as soon as possible. All public information will be coordinated through Public Affairs.

Actions:

Short-term

1. Identify what resources the school have.
2. Establish the needs for those schools that have been effected.
3. Evaluate loss of students, faculty, and facilities due to disaster.
4. Use of school personnel to help each other and students to deal with the recovery process.
5. Review on a daily basis, if needed the school crisis plan.
6. Continue to collect and document all school expenses related to the disaster.

Long-term

1. Start to close schools as shelters.
2. Get back to normal classroom teaching.
3. Provide long-term counseling for those students, families, administration, and faculty members.
4. Periodically evaluate the stress levels.
5. Continue review of staff and students that may need special assistance or referral on an ongoing basis.
6. Establish satellite pickup for displaced children to return to home school.
7. Continue to collect and document all school expenses related to the disaster.

Finance Management

Mission: To provide information to the County Administrator/Elected Officials and the Superintendent of Schools regarding availability of funds and controls and guidance in prioritizing expenditure of resources, and to assist and support the county departments and agencies and schools.

Organization: Budget Department will oversee this process with assistance from Internal Audit, Purchasing, Treasurer, Accounting and School Administration.

Concept of Operations: Maximize revenue inflow to meet the county=s needs after the initial disaster period; provide control and safety of donations revenues and expenditures; and prepare plans to address various recovery priorities. Assist the DRT with collecting the documentation of departmental expenses.

Actions:

Short-term

1. Apply for aid as soon as possible.
2. Establish control procedures.
3. Gather information from departments on recovery needs.
4. Assembly a recovery financial plan.
5. Work with banking financial community for cash management.
6. Continue to collect and document all Finance Management section expenses related to the disaster.

Long-term

1. Implement financial plan.
2. Continuously update as resource estimates become firm and as priorities are revised.
3. Continue to collect and document all Finance Management section expenses related to the disaster.

Human Services

Mission: To maintain essential human services, and educate and to restore services to pre-disaster levels.

Organization: MH/MR/SA, Social Services and the Health Department will coordinate recovery activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: Help citizens and the County at large cope with the disaster and restore critical human services to predisaster levels.

Actions:

Short-term - Continuity of Government

1. Set Priorities:
Define short-term service, delivery priorities; which services are critical to citizens in need and to general public e.g. A FDC checks, disaster relief services; emergency housing; crisis counseling, etc..
2. Reestablish Communications Systems:
Restore phone/fax services and management information system. Inform caseload and general public of service locations; schedules, etc. Set up emergency citizens inquiry lines to triage all requests and communicate with staff.
3. Address Human Resources Needs:
Identify staffing needs; re-deploy and retrain as needed; activated mutual aid agreements with other localities if needed. Organize and coordinate volunteer services as needed. Coordinate with Red Cross and other disaster relief organizations. Help staff cope with personal aspects of disaster.
4. Access and Restore Facilities:
Identify services sites; restore to minimal functioning levels or resource alternate sites
Assign administration staff and equipment (PC=s, phones, etc..
5. Access and Restore Equipment:
Restore needed vehicles to operating conditions, or procure additional vehicles. Repair or replace equipment critical to short term activities.
6. Insure Adequate Documentation:
Start consistent paper trail for all disaster related efforts. Track all personnel expenses, overtime, etc. Document all expenses for equipment, supplies, equipment, etc.
7. Continue to collect all expenses related to the disaster.

Long-term - Community Wide

1. Set Priorities:
Define sequence of steps leading to restoration pre-disaster service levels. Plan and define specialized disaster-related services to promote order and community recovery.

2. Address Human Needs:

Assign staff to develop and deliver specialized services restore pre-disaster service levels in sequences by assigning staff as needed. Continue coordination of extended volunteer services; plan for eventual pull-out.

3. Continue To Access and Restore Facilities:

Repair damaged facilities to pre-disaster levels. Phase out temporary services locations as appropriate.

4. Continue To Access and Restore Equipment:

Repair, replace damaged equipment to pre-disaster levels.

5. Insure Adequate Documentation:

Continue documentation; automate if feasibly.

6. Continue to collect all expenses related to the disaster.

Information Systems Technology

Mission: To provide automated information processing services for all county departments and agencies.

Organization: The Information Systems Technology department will oversee this effort with assistance from assigned department liaisons.

Concept of Operations: Coordinate the restoration and maintenance of established automated processing services.

Actions:

Short-term

1. Assess automated services impacted by disaster
2. Prioritize essential automated services and restore and maintain in priority order
3. Acquire and assign operational technology equipment to support critical services.
4. Continue to collect and document all Information Systems Technology section expenses related to the disaster.

Long-term

1. Restore all established automated services and equipment to predisaster levels if possible.
2. Provide additional automated services support necessary for recovery actions for departments and agencies.
3. Continue to collect and document all Information Systems Technology section expenses related to the disaster.

Legal

Mission: To maintain the essential legal services at pre-disaster service levels.

Organization: The County Attorney will oversee this process with assistance from the Judges, Commonwealth's Attorney, Sheriff, Clerk of the Court, Juvenile Court, and Magistrate.

Concept of Operations: Identify legal issues that arise, such as price gouging, backups in the court system, increases in jail and detention home populations, and alleviate these issues.

Actions:

Short-term

1. What ordinances need to be fast-tracked or suspended during the disaster and the recovery.
2. Presenting emergency ordinances to the Board of Supervisors and County Administrator
3. Maintaining legal counsel for all departments within the county
4. Maintaining the functioning of the judicial system
5. Continue to collect and document all Legal section expenses related to the disaster.

Long-term

1. Maintain functioning of the judicial system.
2. Continue to collect and document all Legal section expenses related to the disaster.

Public Information

Mission: To provide timely accurate information to the citizens and employees of the county in support of the county leadership and the Board of Supervisors.

Organization: The Public Affairs office will accomplish this with assistance from all chiefs, county directors, constitutional officers, and using various forms of local and national media.

Concept of Operations: Receive, route, and disseminate all information pertaining to the disaster and the county's recovery.

Actions:

Short-term

1. Coordinate all communications with media.
2. Handle rumor control.
3. Keep citizens apprised of county government status of operations and services.
4. Continue to collect and document all Public Information section expenses related to the disaster.

Long-term

1. Disseminate public service announcements.
2. Coordinate all communications with media.
3. Continue to collect and document all Public Information section expenses related to the disaster.
4. Maintain records of official communications that stem from the recovery plan.

Public Safety

Mission: To maintain public safety to restore services to pre-disaster levels.

Organization: Fire, Police, Sheriff and Emergency Communications departments will coordinate recovery activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: In the event of a catastrophic event that disrupts the normal service level of the Public Safety agencies, the Police and Fire Departments and the Emergency Communications Center will:

- *Prioritize service delivery
- *Assess personnel needs to address the event
- *Assess vehicle/equipment needs to address the event
- *Address the internal and external communications needs
- *Assess administrative needs to serve the county citizens and courts
- *Document the financial expenditures caused by the event

Actions

Short Term

1. Assess available personnel.
2. Establish shift coverage of critical times/calls for service.
3. Provide time for personnel to handle personal needs caused by the event.
4. Utilize volunteers during the event.
5. Utilize mutual aid resources.
6. Assess available vehicles.
7. Assess equipment needs.
8. Assess communications needs.
9. Assess administrative services disrupted by the event.
10. Continue to collect and document all Public Safety section expenses related to the disaster.

Long Term

1. Provide time for rejuvenation of resources.
2. Replace vehicles and emergency gear that have been damaged
3. Reestablish phone lines.
4. Repair/replace fire stations, offices, etc.
5. Repair/replace communications tower sites and other capital equipment.
6. Continue to collect and document all Public Safety section expenses related to the disaster.

Solid Waste Management

Mission: To manage residential solid waste, to include dead animals, and other regulated solid waste as a result of a disaster.

Organization: General Services will oversee this process with assistance from the Health Department, Parks and Recreation and private refuse haulers.

Concept of Operations: Proper management of solid waste, according to Federal, State, and Local regulations, will be a critical aspect of the aftermath. See attached definitions applicable to this mission. Therefore officials will:

- * Prioritize critical services.
- * Identify and acquire solid waste disposal alternatives, services, and sites and coordinate activities.
- * Secure permits and/or exemptions from Federal, State and Local regulations.

Actions:

Short-term

1. Apprise citizens of alternative methods of disposal.
2. Arrange for solid waste management at nearby established shelter areas.
3. Coordinate critical solid waste management services and resources.
4. Determine magnitude and volume of waste.
5. Prioritize areas.
6. Monitor activities
7. Continue to collect and document all Solid Waste Management section expenses related to the disaster.

Long-term

1. Establish time frame for all temporary services.
2. Monitor sites and activities.
3. Develop, coordinate and replace solid waste disposal capacity.
4. Continue to collect and document all Solid Waste Management section expenses related to the disaster.

Transitional Housing

Mission: To establish and maintain transitional housing for displaced citizens.

Organization: The Planning Department will oversee this process with assistance from Construction Management, Building Inspection, Social Services and School Administration.

Concept of Operations: Assist displaced citizens in finding transitional housing until permanent residence can be obtained.

Actions:

Short-term

1. Assess the availability of transitional housing and evaluate daily.
2. Work with shelter management groups on transitioning from schools to alternate housing.
3. Work with the American Red Cross on what facilities are needed in the transitional housing.
4. Assess housing needs of transitional residents.
5. Coordinate with state and federal disaster operations to provide housing assistance for those in need.
6. Assist state and federal agencies to identify land to be used for transitional housing.
7. Continue to collect and document all Transitional Housing section expenses related to the disaster.

Long-term

1. Evaluate the impact of service needs of the transitional housing on appropriate departments and schools.
2. Coordinate with state and federal disaster operations to provide housing assistance for those in need.
3. Continue to collect and document all Transitional Housing section expenses related to the disaster.

Water & Wastewater

Mission: To restore county water, storm water drainage and wastewater systems.

Organization: The Utility Department will oversee the process with assistance from School Maintenance and Engineering.

Concept of Operations: In the event of a disaster, utility systems, to include waste, storm water drainage and wastewater systems, will need to be restored to predisaster levels.

Actions:

Short-term

1. Evaluate extent of damage.
2. Work with local resources and outside agencies for temporary solutions.
3. Continue to collect and document all Water, Wastewater and Stormwater Drainage section expenses related to the disaster.

Long-term

1. Develop a written plan of action to prioritize restoration.
2. Repair damaged systems.
3. Continue to collect and document all Water, Wastewater and Stormwater Drainage section expenses related to the disaster.

<div><div><div>CHESTERFIELD EMERGENCY MANAGEMENT</div></div><div>SUBJECT: Activation of the Emergency Operations Center</div></div>	OPERATING INSTRUCTIONS #01-Emergency Management	PAGE 1 OF 4
	SUPERSEDES Emergency Services - #01	DATE ISSUED
	AUTHORIZATION	

I. GENERAL

These operating instructions are applicable to all County Departments. In the event that a local emergency exists, or threatens to exist, that stresses or exceeds the capabilities or resources of any county department, an Emergency Operations Center (EOC) may need to be opened and the Chesterfield Emergency Operations Plan will be activated. This decision will be made by the Emergency Management Director (County Administrator), the Emergency Management Coordinator, Fire Chief, Police Chief or their designee.

II. PROCEDURES

A. A county department director or Emergency Management personnel recognizing that the following situations exist, may request activation of the Emergency Operations Center through Emergency Communications. Emergency Communications will notify the Emergency Management Director, Coordinator, Fire Chief and Police Chief or their designee for possible activation of the EOC when the following conditions/situations exist:

1. When the number and frequency of similar calls being received in the Emergency Communication Center exceed the manageable limit.

2. When a single incident of extreme magnitude occurs, requiring the aid of several state and/or federal agencies, mutual aid, evacuation and shelter of citizens, and/or coordination of numerous county departments.

3. When a major disaster is imminent and delaying the opening of the EOC would adversely affect the recovery effort and damage assessment reports.

B. Upon approval of the Emergency Management Director, Coordinator, Fire Chief or Police Chief or their designee, the EOC will be activated. The primary EOC is located in the basement of the Administration Building in the Learning and Development classrooms and the alternate EOC is Room 502

C. See Emergency Management Operating Instruction No. 2 for activation of Emergency Operations Center Response Team.

D. Upon activation of the EOC, a shift cycle may be activated for the EOC Managers. The EOC Managers are as follows:

Lynda F. Price, Emergency Management Coordinator

Curt Nellis, Deputy Emergency Management Coordinator

Scott E. Cooper, Battalion Chief, Fire

E. The level of response will be designated by the EOC Manager based on the nature of the emergency/disaster. These notifications may be modified at the discretion of the EOC Manager. The response levels are attached.

- F. Upon activation of the EOC, the EOC Manager will notify the County Administrator, the Board of Supervisors the Virginia Emergency Operations Center of the activation.
- G. Deactivation of EOC will be on the approval of Emergency Management Director, Coordinator, Fire Chief, or Police Chief or their designee.
- H. Upon deactivation of the EOC, the EOC Manager will notify the County Administrator, the Board of Supervisors and the Virginia Emergency Operations Center of the deactivation.

RESPONSE LEVELS

Level 1 Response: Emergency Management Personnel and Emergency Operations
Center Response Team

Level 2 Response:	Emergency Management Personnel and Emergency Operations Center Response Team, Fire and EMS Department, Police Department, Public Affairs, Disaster Recovery Team
Level 3 Response:	Emergency Management Personnel, Emergency Operations Center Response Team, Fire and EMS Department, Police Department, Public Affairs, Social Services, School, Damage Assessment Team, Disaster Recovery Team
Level 4 Response:	
Policy Group:	Director of Emergency Management (County Administrator) Board of Supervisors Deputy County Administrators Risk Management Budget County Attorney Fire Chief Police Chief Public Affairs
Emergency Mgt:	Coordinator of Emergency Management EOC Manager EOC Response Team
Public Safety Group:	Police Fire and EMS Emergency Communications Center Sheriff
Public Services Group:	Health Department Social Services School Board Utilities MH/MR/SA
Resource Group:	Parks/Recreation General Services Library Building Inspection Amateur Radio
Damage Assessment:	Building Inspection Extension Services Assessor's Office Transportation Planning
Recovery:	Risk Management Purchasing

	Budget
	Accounting
	Treasurer
	Commissioner of Revenue
	IST
Public Information:	Public Affairs
	Rumor Control (EOC-RT)

CHESTERFIELD EMERGENCY MANAGEMENT SUBJECT: Activation of the Emergency Operations Center Response Team	OPERATING ISTRUCTIONS #02-Emergency Management	PAGE 1 OF 1
	SUPERSEDES Emergency Services - #02	DATE ISSUED
	AUTHORIZATION	

I. GENERAL

These operating instructions are applicable to all County Departments. The possibility exists in Chesterfield County that an emergency could occur that is of a magnitude as to stress the existing county resources. At the point that numerous outside agencies, and/or resources are needed, the Chesterfield Emergency Operations Plan may be activated and the Chesterfield Emergency Operations Center may be opened. Because of the personnel intensive requirements of the Emergency Operations Center, an Emergency Operations Center - Response Team has been trained to respond to the Emergency Operations Center.

II. PROCEDURES

- A. The Emergency Operations Center may be activated by the Emergency Management Director, Coordinator or their designee. This activation may come from a request from a department head, police officer in charge, or fire battalion chief.
- B. Upon activation of the Emergency Operations Center, the Emergency Operations Plan will be in effect.
- C. Upon activation of the Emergency Operations Center, the Emergency Management Coordinator, his/her designee or Emergency Communications will call one or more Emergency Operations Center Response Team members to respond to the Emergency Operations Center (EOC) to set up and maintain the EOC. The first responding member of the team will be responsible for the following:
 1. Call additional Emergency Operations Center Response Team members to respond.
 2. Manage the Emergency Operations Center Response Team during the EOC activation until relieved by another member of the team or Emergency Operations Center Manager.
 3. Brief incoming Emergency Operations Center Response Team members on the situation status.
- D. Deactivation of the Emergency Operations Center will be on the approval of the Emergency Management Director, Coordinator or his designee.
 1. Upon deactivation of the Emergency Operations Center, the Emergency Operations Center Response Team members will return the EOC to its original state, and secure the room.

CHESTERFIELD EMERGENCY MANAGEMENT SUBJECT: Use of County 4-Wheel Drive and Amber Light Vehicles during Emergencies	Operating Instructions #03-Emergency Management	PAGE 1 OF 1
	SUPERSEDES Emergency Services - #03	DATE ISSUED
	AUTHORIZATION	

I. GENERAL

In the event that a local emergency exists, or threatens to exist, that stresses or exceeds the capabilities or resources of public safety departments, it may become necessary to use county owned 4-wheel drive vehicles or amber caution lighted vehicles for semi-emergency measures.

II. PROCEDURES

The procurement of 4-wheel vehicles or amber lighted vehicles would depend on the need and situation.

1. If a local emergency exists, county departments that have 4-wheel drive vehicles or amber caution light vehicles may be asked to respond with their vehicles as soon as possible to the EOC or to relinquish their vehicle for emergency use, with the approval of the County Administrator (Director of Emergency Management).
2. The Emergency Management Coordinator, Fire Chief, Police Chief, or their designee, may make this request to the employee who has been issued the vehicle.
3. Circumstances that may require the request for 4-wheel drive vehicles include, but are not limited to snowstorms, high water, or extensive debris.
4. Circumstances that may require the request for amber caution lighted vehicles include, but are not limited to hurricanes, windstorms, tornadoes, or any condition resulting in downed power lines or closed roads.
5. Coordinator of this procedure will be managed in the EOC by Fleet Management.